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THE UNIVERSITY OF THE STATE OF NEW YORK

# REGENTS RULES

ENACTED SEPTEMBER 20, 1905

AMENDED TO MAY 25, 1916

ALBANY

THE UNIVERSITY OF THE STATE OF NEW YORK

1916

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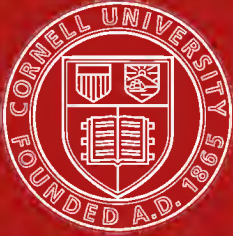


## ENACTMENT

*September 20, 1905*

The Regents of The University of the State of New York, assembled in Board meeting, hereby make, establish and enact the following rules, which they deem necessary to carry into effect the statutes of this State relating to education, and advisable for the accomplishment of the trusts reposed in them.

These rules, made under such simpler name, are intended and shall be deemed to be such rules and regulations, and ordinances and by-laws, as the Regents are empowered to enact under the provisions of the Education Law.



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## REGENTS RULES

*Enacted September 20, 1905, and as amended to May 25, 1916*

### CHAPTER I

## GENERAL RULES

### ORGANIZATION

§ 1 **The University and its President.** For more complete unification of the relations of the State to education, the University of the State of New York shall be the State Education Department and is hereby charged with, and under its caption and in its name as such University shall exercise, the general management and supervision of all public schools and all the educational work of the State.

In furtherance of such unification and of the development and perfecting of the educational system of this State, there is hereby created the office of President of The University of the State of New York, whose incumbent shall be chosen by ballot by and shall hold his office during the pleasure of the Board of Regents, and he is hereby charged, in addition to such other duties and functions as may otherwise be devolved upon him, with the power and duty of general supervision over all educational work and activities in this State, and it shall be his duty also to devote himself to educational research, to the study of the educational work and systems of other jurisdictions, and selectively and reflectively, with the approval of the Board of Regents, to introduce and originate, so far as possible, better methods of education, and especially to endeavor in every feasible way to bring about the improved development and greater usefulness of the common schools of this State, of which the Board of Regents were the first official promoters and are now the sponsors and guardians.

The President of the University may attend all meetings of the Board of Regents and of its committees, submit matters for their consideration and participate in their discussions.

It is hereby further provided that the Commissioner of Education, if there shall be such official then in office, shall alone be eligible for election to the office of President of the University.

§ 2 **Commissioner of Education.** The Commissioner of Education is the chief executive officer of the state system of education

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and of the Board of Regents of the University. He shall attend all meetings of the members of such Board, submit matters for their consideration and be free to participate in all discussions.

If the Commissioner of Education shall also be the President of the University he may execute the powers and exercise the functions of his two such offices under his title as a University officer, and his signature as such University officer shall be sufficient indication of and shall validate his official action either as such officer or as Commissioner of Education.

In case of a vacancy in the office of Commissioner of Education, or if he be absent or unable or unwilling to act, the Chancellor of the University, or if his office be vacant or he be absent or unable or unwilling to act, then the Vice Chancellor of the University, or if both the Chancellor and Vice Chancellor are absent or unable or unwilling to act, then the senior Regent present, able and willing to act, shall succeed to and have the powers and functions of the Commissioner of Education, until further action otherwise of the Board of Regents, and he may, with their approval, to hold during his or their pleasure, appoint a deputy, who shall have the same powers and functions, and, if he be at the same time a University officer or Regent, may execute such powers and exercise such functions under his University title.

§ 3 **Assistant Commissioners, Directors and Chiefs.** There shall be three Assistant Commissioners of Education, designated, for separate identification, as First, Second, and Third Assistant Commissioners of Education, who shall have supervision of such work as the Commissioner of Education shall assign to them, and shall exercise such authority and render such service as shall be directed by the Regents of the University. The Commissioner of Education may designate one of the assistant commissioners of education to be his deputy, who may act in his place, so far as the exigencies of the occasion may require, if at any time there is no superior officer present able and willing to act; or, when there shall be neither superior officer nor deputy present able and willing to act, the senior, in departmental service, of the assistant commissioners present, and able and willing to act, may so act in the place of the Commissioner.

*a The First Assistant Commissioner.* The First Assistant Commissioner shall have charge of higher education, including matters relating to universities, colleges, professional and technical schools, and to the execution of educational laws concerning the professions. His field of labor is hereby established as a department of the



University, to be known as the Department of Higher Education, and the Assistant Commissioner in charge thereof shall be known and sign officially as Assistant Commissioner for or as Director of Higher Education.

*b The Second Assistant Commissioner.* The Second Assistant Commissioner shall have charge of secondary education, including matters relating to academies, academic departments, academic schools, high schools, the training of teachers therefor, and to the State College for Teachers. His field of labor is hereby established as a department of the University, to be known as the Department of Secondary Education, and the Assistant Commissioner in charge thereof shall be known and sign officially as Assistant Commissioner for or as Director of Secondary Education.

*c The Third Assistant Commissioner.* The Third Assistant Commissioner shall have charge of elementary education, including matters relating to all schools below the academic grade and of the training of teachers therefor, and the general supervision of matters relating to normal schools, teachers training schools and classes, teachers certificates, and of the School Libraries Division. His field of labor is hereby established as a department of the University, to be known as the Department of Elementary Education, and the Assistant Commissioner in charge thereof shall be known and sign officially as Assistant Commissioner for or as Director of Elementary Education.

*d Directors and Chiefs of Departments and Divisions.* The educational and administrative work of the Education Department shall be performed by the University Departments of Higher Education, Secondary Education, Elementary Education, State Library, and Science, the heads of the last two to be designated as Directors, and the Director of Science shall, in connection with the work of the State Museum, be and be known as its Director; by the following educational Divisions, which are hereby established as Divisions of the University, to wit, Examinations and Inspections, Agricultural and Industrial Education, Library School, School Libraries, School Buildings and Grounds, Educational Extension, Visual Instruction, Archives and History, and Statistics; and by the executive Divisions of Law, Attendance and Administration, which are also hereby established as Divisions of the University. The head of the Library School shall be known as its Director and his first assistant as Vice Director; the heads of the Division of Agricultural and Industrial Education and of the Examinations and Inspections Division shall be known as Directors; the chief of the



Division of Archives and History shall be known also as State Historian, and he may be further designated as Director of Archives and History, and the heads of the other Divisions shall be designated as chiefs.

*e Regulations.* Subject to the direction and rules of the Board of Regents and to the direction and approval of the President of the University, the Assistant Commissioners, Directors, and Chiefs of Divisions in the University may make suitable regulations for the administration of their respective fields of labor and divisions and the accomplishment of the purposes of the work assigned to them, including when contributory thereto the arranging of courses of study and syllabuses thereof and the preparation and conduct or direction of examinations as tests of attainments and bases for awarding credentials.

§ 4 **Regents meetings, quorum and adjournments.** Regular meetings of the Board of Regents shall be called and held at 10 a. m. on the last Thursday in each of the months of February, April, June, and September and the third Thursday of November, at the Education Building in Albany, or at such other time and place as shall be fixed in the call for any meeting.

Seven Regents attending shall be a quorum for the transaction of business. But a less number, as also a quorum, may adjourn any meeting from day to day, and additionally over Sunday and any holiday, without giving notice to absent members; but in any case of longer adjournment at least five days notice of the appointed time and place for the adjourned meeting shall be mailed to the usual address of each Regent.

At Regents meetings the order of business shall be as follows:

- a* Roll call
- b* Approval of journal of previous meeting
- c* Matters relating to the organization of the Board
- d* Communications from the Chancellor, Vice Chancellor, and President of the University and Commissioner of Education
- e* Reports of committees, (1) standing; (2) special
- f* Matters on the table
- g* Miscellaneous business
- h* Adjournment

§ 5 **Committees.** There shall be twelve regular standing committees, of three Regents each, upon the following subjects:

- 1 Charters
- 2 Elementary education
- 3 Secondary education



- 4 Higher education
- 5 Educational extension
- 6 The State Library
- 7 The State science work and Museum
- 8 Examinations
- 9 Licenses
- 10 Appointments
- 11 Finance
- 12 Education Building

The appointments to such committees shall be made and may be changed, from time to time, by the Chancellor, and in such manner that each Regent shall be chairman of one and an associate member of two others of the committees.

In addition to the said twelve standing committees, there shall be a standing law committee composed of all the Regents who are members of the bar, with its senior Regent for chairman.

The Chancellor may also, from time to time, appoint a committee upon legislation with such chairmanship and membership as he shall think desirable.

Each committee shall meet at the time and place named by the Chancellor in any call for a meeting of the Board of Regents; and shall also meet at a time and place designated by its chairman in his call therefor, which shall be mailed to each member at least five days prior to the appointed time.

Any other Regent present at a meeting of a committee may, upon invitation, sit therewith as a member for that session.

The Chancellor, Vice Chancellor, and President of the University and the Commissioner of Education, may at any time request the advice of any committee or member of the Board of Regents; and may also, without prior presentation to the Board, directly refer any matters to its appropriate committees, for consideration thereof and report thereto.

§ 6 **Journal of proceedings.** The President of the University shall cause to be kept a complete journal of the proceedings of the Board of Regents and, as the official record thereof, after approval by the Board, shall have two original copies prepared upon enduring paper from the type used in printing the approved minutes and shall authenticate such copies by his official signature and the seal of the University, and from time to time shall have accumulated copies bound in form suitable for permanent preservation. He shall also, as occasions therefor arise, likewise authenticate farther copies of, or extracts from, such journal.





§ 7 **Appropriations, expenditures and accounts.** Except in cases deemed urgent by the President of the University, applications to the Legislature for appropriations shall be made only with the approval of the Board of Regents, and shall first be submitted to the committee on finance for consideration and report.

There shall be kept in the University accurate records and accounts of all business transactions and of all receipts and expenditures of money; and the custody and disbursement of all moneys, except as otherwise provided, shall be under the control and direction of the President of the University.

The President of the University shall submit to the Board at each meeting the certificate of an authorized representative of the State Comptroller that such records and accounts are properly kept and are correct; and that the balances called for, subject to his control, are on deposit with the bank designated by the Comptroller under the law.

Expenditures in excess of \$300 in any one case for articles, materials or supplies for any department or division of the University shall be made only with the further specific approval of the Board of Regents, or of the chairman of its appropriate committee. No expenditures or indebtedness shall be made or incurred until certified by the Chief of the Administration Division as being within an available appropriation.

§ 8 **Special committees.** In intervals between Regents meetings, or in cases for which no other method is provided, the Chancellor may in his discretion appoint any committee, council, examiner or honorary official required by law or rule or by vote of the Regents or of the University Convocation, and any special committee requested by the President of the University, and may appoint delegates for occasions where in his judgment it is proper and desirable that the University be represented.

§ 9 **Appointments and removals.** Positions in the University shall be created and the salaries thereof be fixed, and appointments to, removals from, and approvals thereof, and to or from other positions whose making or control is vested in the Regents of the University and the Commissioner of Education, or the President of the University, or in either of them, shall be made and controlled by or with their concurrent action or approval. In cases deemed urgent by the Chancellor of the University and by the President of the University, they may jointly make appointments, removals and approvals to be immediately operative, but not to continue in effect beyond the adjournment of the succeeding meeting of the Board of



Regents, unless then approved by them. The President of the University may, in his discretion, employ such temporary assistance as the exigencies of the occasion shall require and fix the compensation therefor.

§ 10 **Cooperation of divisions.** Under the discretionary direction of the President of the University, the resources of the various departments and divisions of the University shall be available for use and the services of their employees transferable in aid of the work of any department or division of the University.

§ 11 **Working hours and vacations.** The regular working hours shall be from 9 a.m. till 5 p.m. on week days other than Saturday, when they shall end at noon. One hour, between 12 m. and 2 p.m., will be allowed for luncheon. So far as the needs of the service shall permit, regular employees shall be given in each year vacations not exceeding 30 calendar days.

§ 12 **Education Building.** *a Care and order.* The Education Building shall be kept with unusual care and neatness that it may at all times be in keeping with the purposes for which it has been provided. Quiet and good order shall be enforced. Smoking shall not be allowed; nor shall any canvassing by salesmen or agents or any soliciting for charities be permitted.

*b Use of auditorium.* The President of the University may permit the auditorium to be used by state organizations or other assemblages of statewide importance whose purposes accord with those of the State, upon their paying the extra expenses caused by its use. But this authorization shall be exercised conservatively. It shall not extend to meetings which are liable to misuse the building, or to local interests in the city of Albany other than educational interests, or to any political, denominational, or partisan purpose whatsoever.

*c Pictures, portraits and notices.* No pictures or notices shall be placed upon the walls except upon the permission of the Chief of the Administration Division. No portraits or busts shall be accepted or given place in the building except upon report of the Education Building committee and upon vote of the Board of Regents.

*d Safety vaults, safes, manuscripts and relics.* All historical manuscripts and relics, all rare books of exceptional value, and all ancient relics not being used, shall be kept in safes; if not required for frequent reference they shall be kept in the safety vaults. The unique and priceless documents and relics shall be kept in the special vault prepared for them in the room of the



safety vaults, and only the Chancellor of the University, the President of the University and confidential assistants designated by them shall have access thereto, and the combination to the lock upon the doors of the room containing the safety vaults shall be known only to such persons. Any question as to the care of particular manuscripts, books, records and relics shall be determined by the Chancellor of the University and the President of the University.

#### THE UNIVERSITY CONVOCATION

§ 13 **Time and object.** The University Convocation shall be held annually in the Education Building on such days as the Chancellor and the President of the University shall determine. Its object shall be to ascertain and formulate educational opinion; to make such recommendations as experience may suggest, and by the cooperation of educational forces to advance educational interests.

§ 14 **Membership.** It shall include all educational officers, teachers and others interested in the educational well-being of the State.

§ 15 **Officers.** The University officers shall be the permanent officers of the Convocation.

#### ADVISORY BODIES

§ 16 **New York State Examinations Board.** With the common consent and approval of the State, embodied in its statutes and the ordinances of the Board of Regents and expressed in long general use, the state academic examinations have been established to guide and stimulate teaching, to insure a worthy and definite degree of training and scholarship in the schools, and to standardize the requirements for teachers licenses, for admission to training classes, training schools and normal schools, and, so far as may be, for all educational credentials for which the State assumes responsibility. That these examinations may be as truly representative as possible of the teaching in the best schools and be quickly responsive to progress in education, a New York State Examinations Board is hereby provided for.

*a Members.* This board shall consist of twenty persons. The President of the University, the three Assistant Commissioners of Education, and the Director of the Examinations and Inspections Division shall be ex officio members, and the President of the University shall be chairman. Fifteen other members shall be appointed by the Board of Regents, ordinarily at the time of the University Convocation, five of whom shall represent the colleges and uni-



versities, five the high schools and academies, and five the city superintendents. Only such persons as are engaged in teaching or in supervision in this State shall be members of the board. The appointive members shall serve for five years.

*b Powers.* The functions of the Examinations Board shall be to appoint, with the approval of the President of the University, committees to prepare question papers for state examinations, and to advise with him in respect to the form and contents of syllabuses covering the subjects of study in the elementary and secondary schools.

*c Expenses.* This board shall serve without compensation, but the ordinary expenses incident to attendance upon meetings called by the President of the University shall be paid by the State.

*d Committees.* The committees appointed by the State Examinations Board to prepare question papers shall consist of three persons each. One member of each committee shall be an officer of the University. For preacademic subjects, one member shall be a principal of an elementary school and one member a superintendent of schools; and for academic subjects, one member shall be a college teacher and one member a secondary school teacher. Each teacher shall serve for one year and shall receive from the State the necessary expenses in attending meetings of his committee in each year and an annual honorarium as follows: on preacademic subjects, English, Latin, Greek, history with civics and economics, mathematics, biologic science, and commercial subjects, \$50; on German, French, Spanish, and drawing, \$40; on physics, chemistry, and physical geography, \$30.

§ 17 **Councils.** Convocation, college, academic, library, music, nurse training school, industrial and trades schools, and medical councils of five each to serve as advisory bodies with which the University officers may consult regarding prominent interests and classes of institutions in the University, shall be appointed by the Chancellor, one councilor each year to serve for five years. The deans of the dental, pharmacy and veterinary medical schools shall constitute similar councils to represent respectively dental, pharmacy and veterinary medical interests.

#### INCORPORATION, ADMISSION AND REGISTRATION

§ 18 **Absolute charter.** No educational institution shall be given an absolute charter by the Regents of the University unless it has the following resources: For a college \$500,000, for a medical school \$50,000, for an academy \$5000, for a public library \$1000.





§ 19 **Provisional charter.** An institution holding a provisional charter shall in all cases print the words "under provisional charter" after its name wherever it is printed by authority of the institution.

§ 20 **Execution of charters, decrees and certificates.** The action of the Board of Regents in incorporating institutions, changing their corporate names, altering, suspending or revoking their charters, dissolving their corporate existence, approving transfers of their property, the approval of the acceptance of conditional gifts, and all action of the Board obviously requiring such suitable exemplifying, shall, in addition to the record made in the journal of its proceedings, be evidenced by charters, decrees, certificates, or other appropriate instruments, which shall embody the said record of their journal, be executed by and in behalf of the Board of Regents under the seal of the University, which is hereby declared to be the seal of such Board, be attested by the official signatures of the Chancellor, or Vice Chancellor, and of the President of the University, and be recorded in the office of the Regents in their permanent public records.

§ 21 **Application.** An educational institution desiring admission to or incorporation or registration by the University must file a written application giving the information requested in the form prescribed by the President of the University. Such application must be on file in the University at least ten days before the meeting of the Regents at which action thereon is to be taken.

§ 22 [*Repealed May 22, 1913*]

§ 23 **Registration.** *a* If it maintains approved standards of equipment and instruction, and possesses resources at least equivalent to those prescribed by the laws of this State and the rules of the Regents, a college, university, professional or other school, institution, branch or department, within or without the State, may be registered by the Board of Regents for the purpose of having its work recognized for professional licenses and university certificates and for determining its educational standing and rank, and for such other purposes and on such conditions as the Regents shall prescribe.

Admission to or continuance on the roll of registration shall depend upon furnishing all information requested and, in the case of an institution not a member of the University, meeting the expenses of such inspection as the Regents or the President of the University shall deem advisable.

Upon admission to the University, an educational institution will,



upon request therefor, be registered for the rank to which it is entitled, and any registered institution may, upon application to the Regents, be registered anew for its later established approved grade or merit.

*b* A secondary school in this State which is not a member of the University, may be registered upon application and after the payment of an annual fee of \$20 to defray the cost of inspection. But no such school shall be registered until its work has been examined and favorably reported by a University inspector, nor until it has filed with the University such papers or reports as may be required by the President of the University.

*c* Institutions of secondary and higher grade thus registered, and no others, shall be entitled to use the word "registered" after their name. Temporary registration may be made by the President of the University, to meet a case regarded by him as emergent, for a period till the adjournment of the succeeding meeting of the Board of Regents, but formal registration shall be effected only by action of such Board.

*d* The work of institutions not registered shall not be accepted for a University certificate unless the student desiring the certificate shall submit to the officers of the University satisfactory evidence that the particular work which he has done is worthy of recognition.

*e* A college or university may be registered as maintaining a satisfactory standing for one full year of medicine when the combined course for the baccalaureate and medical degrees is not less than seven years; and a university maintaining a registered medical school may be registered as maintaining a satisfactory standing if it shall confer academic degrees and medical degrees as a result of a combined course covering six years, provided the diploma conferring the academic degree, whether it be conferred at the end of four years or at the end of six years, shall clearly indicate that such degree is conferred as the result of concurrent courses covering six years; but this must in no case be construed to mean that less than four years' work in subjects essential to a liberal education will be approved as the basis of the academic degree.

*f* A commercial school may be registered as maintaining a satisfactory standard upon the payment of an annual fee of \$20 and upon the report of the University inspector that it has met the following requirements:

- 1 Suitable building or rooms for the conduct of its work.
- 2 Suitable equipment for the courses given by the school.
- 3 Reputation for fair and honest dealing with its students and the public.



4 Faculty of teachers whose training has been not less than that required of teachers engaged in similar work in public schools.

5 An approved course of study which includes at least the following subjects: bookkeeping, commercial arithmetic, commercial law, English, commercial correspondence, business writing, shorthand and typewriting.

Registered commercial schools must file with the University copies of all advertising literature, including catalogs, pamphlets, circulars etc., and an annual report, on or before July 31st of each year.

No registration certificates, except the one for the current year, shall be publicly displayed.

For examinations in registered commercial schools, see rule 331c.

§ 24 **College defined.** An institution to be ranked as a college must have at least six professors giving their entire time to college or university work, a course of four full years of college grade in liberal arts and sciences, and should require for admission not less than the usual four years of academic or high school preparation, or its equivalent, in addition to the preacademic or grammar school studies.

§ 25 **Stock or business corporations.** No educational institution or association incorporated or conducted as a business enterprise so that any part of its assets or income may be divided among stockholders or members, shall share in any grant of public money or publish itself as holding its charter from or having any connection with the University except in words for the use of which it has written permission from the Regents. If subject to University supervision, it shall use the words "chartered as a stock (or business) corporation" or some other descriptive word or phrase accepted by the Regents as sufficiently indicating its proprietary character wherever the fact of its incorporation is printed. This regulation shall apply to all corporations holding limited charters from the University and also to every association or institution under University supervision not so organized that all its assets and receipts from tuition or other sources must be used solely for the benefit of the public and without profit to stockholders, officers or teachers beyond reasonable compensation for services actually rendered.

§ 26 **Registration of free public libraries.** An incorporated free public library, or one controlled by an incorporated institution or by trustees appointed by school authorities, on request of its trustees and after official inspection, if meeting the requirements of



the Regents of the University, will be registered by them as maintaining a proper standard. Registration may be canceled by the Regents upon application of the trustees of a library, or at the pleasure of the Regents. A registered library shall be subject to visitation and inspection by the Regents, and while maintaining a standard approved by them shall be entitled to the rights and privileges, so far as applicable, provided for by or under sections 1120, 1131, and 1133 of the Education Law.

#### ADMISSION, PRIVILEGES AND GRADES OF SECONDARY SCHOOLS

§ 27 **Requirements and privileges.** Secondary schools and academic departments of union schools in the State of New York may upon proper application and after official inspection be admitted to the University by a vote of the Regents. Such schools shall afford for at least 175 days in each year academic instruction, equipment and teaching force, approved by the President of the University, and shall have in regular attendance at least five academic pupils who hold a preliminary certificate or its accepted equivalent.

Secondary schools admitted to the University may hold Regents academic examinations for the grades for which they are registered, shall be entitled to inspection without charge, to representation in the University Convocation, to receive publications issued by the University, to have their credentials accepted as bases for qualifying certificates, to be entered in the official lists of approved secondary schools, and to share so far as qualified in grants of public moneys.

§ 28 **Grades of secondary schools.** Secondary schools shall be graded as junior academic schools, middle academic schools, senior academic schools and high schools, and the requirements therefor, subject to the approval of the Regents or the President of the University, or under the authority of either, shall be as follows:

*a* A junior academic school shall maintain an approved one-year course of study and may maintain not to exceed a two-year course and shall have apparatus worth at least \$100 and a library worth at least \$200.

*b* A middle academic school shall maintain an approved two-year course of study and may maintain not to exceed a three-year course and shall have apparatus worth at least \$150 and a library worth at least \$300.

*c* A senior academic school shall maintain an approved three-year course of study and may maintain a four-year course and shall have apparatus worth at least \$200 and a library worth at least \$400.





*d* A high school shall maintain an approved four-year course of study and shall have apparatus worth at least \$250 and a library worth at least \$500.

*e* Senior academic schools and high schools shall provide adequate laboratory facilities for individual experimentation.

§ 29 **English requirements.** To maintain approved standing and the right to share in grants from the academic fund all secondary schools in the University must require each class, throughout its course, to have in each school week at least three recitations in English, which shall include the study of the English language and literature and practice in English composition.

§ 30 **Academy changed to academic department.** An academy adopted or leased as the academic department of a union school may retain its membership in the University if the board of education request it and notify the Regents in writing that they intend to maintain at least the standards required for admission.

#### APPORTIONMENTS

§ 31 **General requirements.** No city, union free school district or academy shall share in apportionments from the appropriations to cities, academies, academic departments and school libraries unless it has a permanent or provisional charter or has been admitted to membership in the University, submits all required reports, makes proper provision for not less than 175 days of actual academic instruction, shows an aggregate academic attendance of not less than 1000 days for the school year, provides a school building approved by the President of the University, maintains a course of study of prescribed standard, makes general use of the Regents academic examinations which shall be mandatory only in the last two years of the school's course, and meets all other requirements. This rule shall not prohibit an apportionment for libraries on the basis of apportionments to common school districts. Success in passing the Regents examinations shall not be deemed necessary for the promotion or graduation of pupils from schools that prefer to determine such advancements by their own local standards; and the principal of a school, for physical or mental reasons to be reported to the University, may without prejudice to the school's rights excuse a pupil from taking any particular Regents examination.

§ 32 **Quota and attendance money.** No academic department shall be entitled to the quota of \$100 or to any apportionment based upon the attendance of academic pupils for the year during which



it is admitted unless its application for admission, showing that all the required conditions for admission have been met, has been filed prior to August 1st of the year during which it was admitted, or unless it is a school established by the board of education of a city or district already maintaining an academic department which is a member of the University. This provision shall not be deemed to prevent such school from receiving tuition from the State for such nonresident pupils as may be instructed in the academic department during the year as provided by section 493 of the Education Law, unless it was admitted after January 15th, in which event it may receive tuition for only the last half of the year. Academic pupils counted for apportionment shall be those who have passed all preliminary or preacademic subjects or who hold credentials approved by the President of the University as the equivalent of the preliminary certificate and are enrolled in a secondary school of the University.

§ 33 **Consolidation.** If two schools unite, the apportionment due both for the current year shall be paid to the one, except that only one quota of \$100 shall be paid. If an academy becomes the academic department of a union school by lease or adoption, the apportionment due the academy for the current year shall be paid to the union school on the report of a University inspector that the work is satisfactorily continued, but only one quota of \$100 shall be paid to any one institution in the same year.

§ 34 **Tuition of nonresident pupils.** No school shall be entitled to compensation from public moneys for the tuition of nonresident academic pupils unless such pupils while under instruction

*a* Resided in a district of this State which did not then contract for the instruction of academic pupils under sections 580-86 of the Education Law, with another district maintaining an academic department approved under this act of a grade that the pupil is qualified to enter.

*b* Resided in a district of this State which did not then maintain an academic department approved under this act of a grade that the pupil is qualified to enter.

*c* Were not then members of a teachers training class or training school, for whose tuition therein the State made other provision.

*d* Were in attendance at least eight weeks.

*e* Were duly qualified for admission in the manner directed by the President of the University.

§ 35 **For books, apparatus, and reproductions of standard works of art.** To obtain an apportionment from the academic fund



for buying needed and suitable books, apparatus, or reproductions of standard works of art, an institution must be registered as in good standing in the University for that year and must show that twice the amount of the appropriation asked for has been actually expended for approved books, apparatus, or reproductions of standard works of art.

§ 36 **Books, apparatus, and reproductions of standard works of art allowed.** Standard books for reading and reference, cyclopedias when conditions warrant, reproductions of standard works of art, and apparatus, including machinery, approved by the President of the University as essential for the proper teaching of academic and preacademic subjects of approved courses, and, for rural school districts, approved books, school apparatus, and reproductions of standard works of art, may be included; but not unbound periodicals, professional or technical collections, series or sets of books by different authors, musical instruments, singing books or textbooks, furniture, fixtures, benches, chemicals or supplies consumed in using. No duplication will be made for gifts of books, apparatus, or reproductions of standard works of art, or for charts, maps, globes or other school apparatus sold to the schools through traveling agents or solicitors.

§ 37 **Protection against loss.** Every allotment for books, apparatus, or reproductions of standard works of art shall be made upon condition that in case the institution is closed, falls below the standard of admission, or for any cause is dropped from the roll of the University, then the purchases made with its apportionment and with the equal amount raised locally shall be returned to the University to be distributed to other similar institutions; or, at the option of the institution, it may return instead of such purchases the total amount of money received from the University therefor.

#### ALLOTMENT OF PUBLIC LIBRARY APPROPRIATIONS

§ 38 **Conditions.** Circulating libraries and reference libraries, free to the public, maintaining required standards and registered by the University, may receive annually, so far as the fund permits, allotments equal to the money raised by them from other sources. But no allotment shall exceed \$100 or be made for less than \$5. Allotments may be made to a branch library containing not less than 1000 volumes, after it has been inspected and registered.

§ 39 **Use of money.** The state allotment and the local equivalent must be spent for approved books, serials and first binding, unless otherwise used by special written permission of the Presi-



dent of the University. New libraries or those reorganizing and needing to use part of this money for cataloging, printing, or library supplies may do so when the written permission of the President of the University has been obtained in advance. A report of the expenditure of library money must be submitted in the prescribed form. So far as applicable, section 37 shall apply to libraries.

#### DEGREES AND DIPLOMAS

§ 40 **Diplomas.** No diploma shall be conferred which does not represent four years or their equivalent of work of a grade above the elementary or grammar school.

§ 41 **Degree-conferring power.** No charter hereafter granted shall authorize any institution to confer any honorary degree, or any degree on examination without residence, or any degree on lower requirements than those fixed by the University as the minimum for that degree.

§ 42 **Honorary degrees.** The bachelor's degree in arts, philosophy, science and literature, and the doctor's degree in philosophy shall not be conferred by the University or by any institution in this State *causa honoris*.

§ 43 **Degrees in absentia.** No degree shall be conferred in this State on examination without completion of a prescribed course in which one year at least has been taken in regular attendance on the usual exercises of a teaching institution registered for that degree.

§ 44 **Professional and technical schools.** No professional or technical school in this State shall confer any honorary degree, nor shall it confer any degree on examination except for completing its course of study in subjects for which the school is registered by the University as having equipment, faculty and course of instruction not below its established minimum.

§ 45 **Preliminary education required.** No degree shall be conferred for completion of a course of study or on examination, unless the candidate has a preliminary general education of at least a four-year high school course or its equivalent, as determined by the University rules. Satisfactory evidence of such preliminary education must be offered before beginning the course of study for the degree and any deficiencies (which must not exceed three academic subjects) must be made up within one year.

#### DEGREES

§ 46 **B. A.** The B. A. degree will not be conferred on a candidate from an institution which looks to the University for the con-





ferring of such degree, unless the candidate has completed a standard college course approved by the Regents of the University.

§ 47 **LL.B.** No candidate shall receive the University degree of LL.B. unless, in addition to passing the required examinations in law for admission to the bar of this State, or others accepted by the University as fully equivalent, he has filed satisfactory evidence that after having completed a general education equivalent to that required for the Regents academic diploma, he has taken to the satisfaction of the faculty not less than a three-year course in one or more law schools registered by the University as maintaining a satisfactory standard.

§ 48 **LL.M.** The University degree of LL.M. shall be conferred only after one year's graduate study subsequent to receiving the degree of LL.B., and only on candidates who have taken to the satisfaction of the faculty not less than a four-year course in one or more law schools registered by the University as maintaining a satisfactory standard.

§ 49 **University honorary degrees.** No honorary degree shall be conferred by the University, except by unanimous vote by ballot at a regular meeting, on a candidate recommended therefor at a previous Regents meeting and whose name with the proposed degree was communicated to each Regent in the call for the meeting at which final action is taken.

§ 50 **Diplomas for University degrees.** The conferring of any degree by vote of the Regents of the University shall be certified by a parchment under seal bearing the signatures of the Chancellor and the President of the University, and shall be completed by its delivery to the candidate.

§ 51 **Registered degrees.** The following symbols of degrees shall have the protection accorded to the University degrees, as provided in section 66 of the Education Law :

<i>a Arts</i>	<i>d Literature</i>	<i>f Law</i>
B.A. or A.B.	B.L.	LL.B.
M.A. or A.M.	M.L.	LL.M.
	D.Lit. or Lit.D.	LL.D.
<i>b Philosophy</i>	L.H.D.	D.C.L.
Ph.B.		
Ph.M.	<i>e Theology</i>	<i>g Pedagogy</i>
Ph.D.	B.D.	Ped.B.
	D.D.	Ped.D.
<i>c Science</i>	S.T.D.	
B.S. or B.Sc.		
M.S. or M.Sc.		
D.Sc.		



<i>h Medicine</i>	<i>j Veterinary medicine</i>	<i>l Music</i>
B.M. or B.Med.	B.V.S.	Mus.B. or Mus.
M.D.	D.V.S.	Bach.
<i>i Dentistry</i>	<i>k Librarianship</i>	Mus. D. or Mus.
B.D.S.	B.L.S.	Doc.
M.D.S.	M.L.S.	<i>m Pharmacy</i>
D.D.S.	D.L.S.	Ph.G.
		Ph.C.
		Phar.D.
		B.S. in Phar.

§ 52 **Fees for University degrees and certificates.** Unless otherwise provided, the fee charged each candidate who takes an examination for a University degree shall be \$5 for a degree in theology, \$5 in arts and science, \$10 in law, \$25 in medicine, \$25 in dentistry, \$10 in veterinary medicine, \$25 for a certificate as a certified public accountant, \$25 in optometry, \$10 in pharmacy, \$25 in chiropody, \$5 for a registered nurse certificate, \$25 for a certified shorthand reporter certificate, and \$25 for a registered architect certificate.

#### MISCELLANEOUS PROVISIONS

§ 53 **Annual reports.** The institutions in the University, except libraries, shall transmit to it yearly, on August 1st, a report in prescribed form for the preceding school year, and libraries shall likewise report for and soon after the close of their preceding library year. Any University institution whose annual report for the preceding school year is not filed before the 20th day of September shall not participate in any apportionments unless such neglect is duly excused for sufficient reason. Any institution failing for two consecutive years to report shall be deemed to have discontinued its educational operations, and after due notice its charter may be suspended as provided in section 65 of the Education Law.

§ 54 **Delinquent and dormant institutions.** A new inspection and written report to the Regents shall be made of each institution which fails after due notice to make any required report, or fails, in case of discontinuance of educational operations, to surrender its charter to the Regents, or which refuses or neglects in any other respect to conform to the provisions of law or of the Regents rules.

§ 55 **Leasing University institutions.** The leasing of the property of any University institution by its trustees to any individual, association or corporation other than a board of education or an institution in the University shall, unless such leasing



is first approved in writing by the Regents, be considered a discontinuance of its educational operations and shall subject such institution to a suspension of its charter, as provided by law.

§ 56 **Preservation of records.** When an educational corporation is dissolved, its books, records, and papers, unless otherwise specially provided, shall be placed in the State Library or in some nearer public library approved by the Regents..

§ 57 **Vacancies in colleges and academies.** In case the office of president of a college or of principal of an academy shall be left vacant for one year without satisfactory excuse therefor from the trustees of such institution, the Regents may fill the vacancy. The person so appointed shall continue in office during the pleasure of the Regents, and shall have the same powers, salary, emoluments and privileges as his immediate predecessor in office enjoyed; or, if he had no immediate predecessor in office, he shall have such salary as the Regents shall direct to be paid by the trustees out of the funds or property of their college or academy.

§ 58 **Salaried officers ineligible for trustees.** No salaried employee, other than its executive or financial officer, or both, shall be a trustee of a University institution; nor shall such a trustee have a right to vote in any case relating to his own salary or emoluments.

§ 59 **Sectarianism.** Any school of which the charter, by-laws or rules provide that the students, teachers, trustees, or the voters who elect the trustees, shall belong to any particular religious body, or any school in which any distinctively denominational tenet or doctrine is taught, shall be deemed and treated as sectarian. The name of the school, the sources from which its funds are derived, or the denominational connection of its trustees, teachers or students, shall not be construed as determining its character if under its charter, by-laws and rules the official positions named are not in any way limited to any denomination. Any school of which the principal and the president of the trustees shall certify that under the terms of this rule it is unsectarian shall be so considered till after special inspection and report the Regents shall declare it to be sectarian.

§ 60 **Credentials accepted.** Unless otherwise specified, any approved credential previously issued shall be accepted in place of an examination covering the same ground.

§ 61 **Credentials subject to cancellation.** All diplomas, certificates and other credentials and examination ratings shall be subject to cancellation by the President of the University, for cause.



§ 62 **Special University property.** Such library, museum, and other property of the University as is unique in character and therefore impossible to replace shall not be loaned.

§ 63 **Disposition of publications.** The President of the University shall furnish free to the Regents copies of state publications, and may, in his discretion, direct the free distribution or sale of University publications and fix the prices therefor.

§ 64 **Amendments.** The Regents rules shall be altered or repealed only by the favoring votes of a majority of the entire Board at a meeting for which the notice to each Regent specified the changes to be proposed; but this and any rule may be suspended during a meeting of the Board by unanimous vote of the members present.





## CHAPTER II STATE NORMAL SCHOOLS

### ADMISSION

§ 81 **Age.** Candidates must be at least 16 years of age.

§ 82 **Admission.** A candidate for admission to the elementary teachers course, kindergarten-primary course, kindergarten course, special drawing course, or special music course in a state normal school must present a diploma of graduation from the minimum academic course prescribed by the President of the University under the provisions of section 551 of the Education Law. A candidate for admission to any other special course in a state normal school must present such evidence of education and experience as shall satisfy the President of the University that such candidate is competent to enter upon the work of such course.

*a Minimum requirements.* A course of study in a high school or academy, to receive the approval of the President of the University, must include 2880 recitation periods, of which the following subjects must be a part:

*English.* The course in English must be continuous throughout the four years, and must provide adequate instruction in grammar, composition, rhetoric and literature .....494 periods

*History.* The course in history must include the three following courses, each of which should be continuous throughout the year:

Ancient history or modern history 1.....114 periods

History of Great Britain and Ireland or modern his-

tory 2 .....114 periods

American history with the development of civic institu-

tions .....152 periods

*Mathematics.* The course in mathematics must include

Algebra (through quadratics) .....190 periods

Plane geometry .....190 periods

*Science.* The course in science must embrace biology (including human physiology) and physics or chemistry. The laboratory method of teaching these subjects is prescribed.

Biology (or physiology with botany or zoology).....190 periods

Physics .....190 periods



*Foreign languages.* The course in foreign languages must include

Latin .....380 periods  
or

French .....380 periods  
or

German .....380 periods

*Drawing.* The course in drawing must provide adequate instruction for 228 periods.

*Vocal music.* The course in vocal music must provide adequate instruction in sight singing from the staff and the use of common technical terms for 152 periods.

The required number of periods in any of the subjects specified above, may, in the discretion of the President of the University, be waived if the statement of the course of study completed by the applicant shows that he was admitted to advanced study in such subject and made the final examination therein with a rating of 80 per cent or more.

*b Admission on condition.* A candidate, twenty-one years of age, who has had two years of high school work or its equivalent and in addition thereto has taught two years will be admitted to the normal school with the understanding that he must complete the minimum high school course in addition to the professional course before he shall be graduated.

*c Admission to advanced standing.* A graduate of a training class who entered the class upon a high school diploma and who has taught one year since graduation from the training class may complete the professional course in the normal school in one year if he possesses the required aptitude for training.

§ 83 **Transfers.** On concurrence of the principals interested, pupils may be transferred from one normal school to another by the President of the University, for cause.

§ 84 **School year.** The schools open on the second Wednesday of September and continue in session 39 weeks. The year is divided as follows: two terms of 19 weeks each; one week at the close of the year for examinations and graduation. Pupils will be graduated at the end of each term, after the successful completion of a course, but commencement exercises will be held only at the close of the year in June.

§ 85 **Privileges.** Tuition and the use of textbooks are free to pupils in the professional courses.

§ 86 **Nonresidents.** Residents of other states are admitted by special appointment of the President of the University but are



required to pay in advance to the treasurer of the local board a tuition fee of \$20 a term of 19 weeks.

COURSES OF STUDY

§ 87 Elementary teachers course

*a Subjects and periods*

	PERIODS
Psychology .....	100
Principles and history of education.....	100
Methods of language, grammar and composition.....	100
Methods of literature (optional) .....	100
School economy .....	40
Methods of vocal music .....	120
Methods of arithmetic and algebra.....	120
Methods of American history .....	80
Methods of drawing and elementary handwork.....	160
Logic .....	80
Methods of Latin (optional) .....	100
Methods of geography .....	100
Methods of primary reading, spelling and phonics.....	100
Methods of nature study and methods of elementary science.....	100
Methods of manual training or household arts.....	160
Penmanship .....	40
Methods of physical training .....	120
Observation and practice.....	600

*b Diploma.* A graduate from this course, upon recommendation of the principal of the school, will receive a normal school diploma, which is a life license to teach in any public school in the State.

§ 88 Kindergarten-primary course

*a Subjects and periods*

	PERIODS
Psychology .....	100
Principles and history of education.....	100
Methods of vocal music .....	60
Methods of arithmetic .....	80
Methods of United States history.....	40
Methods of drawing and handwork.....	160
Logic .....	80
Methods of geography .....	100
Methods of reading, spelling, phonics, language.....	100
Methods of nature study and elementary science.....	100
Methods of penmanship .....	40
Methods of physical training .....	120
English — voice training, children's literature, story-telling.....	100
Songs and games.....	100
Mother play, gifts, occupations.....	160
Program of kindergarten procedure.....	40
Observation and practice.....	580



*b Diploma.* A graduate from this course, upon recommendation of the principal of the school, will receive a diploma which is a life license to teach in any kindergarten in the State or in the first six grades in any public school in the State.

§ 89 Kindergarten course

*a Subjects and periods*

	PERIODS
Logic .....	80
English — reading, spelling, phonics and voice training.....	80
Elementary science and nature study.....	200
Drawing .....	140
Penmanship .....	40
Physical training .....	120
Music .....	40
Psychology .....	100
History of education.....	100
English — voice training, children's literature, story-telling.....	120
Songs and games.....	120
Mother play, gifts and occupations.....	180
Principles of education with special reference to kindergarten.....	60
Program — kindergarten procedure .....	60
Observation and practice.....	560

*b Diploma.* A graduate from this course, upon recommendation of the principal of the school, will receive a diploma which is a life license to teach in any kindergarten in the State.

§ 90 Vocational courses

*a Subjects and periods*

1 Mechanical drawing

	PERIODS
History and principles of education.....	100
Psychology .....	100
Methods in arithmetic .....	40
Methods in science .....	120
Methods in shop and drafting room.....	300
Drawing and design.....	240
Drafting room work.....	1200
Teaching .....	400

2 Machine shop practice

History and principles of education.....	100
Psychology .....	100
Methods in arithmetic .....	40
Methods in science .....	120
Methods in shop instruction .....	300
Drawing and design.....	240
Shopwork .....	1200
Teaching .....	400





3 *Printing*

History and principles of education.....	100
Psychology .....	100
Methods in arithmetic .....	40
Methods in science .....	120
Methods in shop instruction .....	300
Drawing and design.....	240
Shopwork .....	1200
Teaching .....	400

4 *Patternmaking*

History and principles of education.....	100
Psychology .....	100
Methods in arithmetic .....	40
Methods in science .....	120
Methods in shop instruction .....	300
Drawing and design.....	240
Shopwork .....	1200
Teaching .....	400

5 *Joinery and cabinetmaking*

History and principles of education.....	100
Psychology .....	100
Methods in arithmetic .....	40
Methods in science .....	120
Methods in shop instruction .....	300
Drawing and design.....	240
Shopwork .....	1200
Teaching .....	400

*b Diploma.* A graduate of one of these courses will receive a diploma which will be a license to teach, in the public schools of the State, the subject completed.

§ 91 **Cooking, sewing and millinery course**

*a Subjects*

*First year*

Psychology	Biology — physiology
Foods — elementary cooking	Drawing
Handwork — elementary sewing	English composition
Machine work	Physical training
Household chemistry	

*Second year*

History of education	Laundry
Advanced cookery	Arithmetic
Household accounts	Principles of education
Serving	English composition
Dressmaking	Physical training
Drawing (costume and design)	



*Third year*

Dietetics — invalid	cookery — emer-	Millinery
gencies		Textiles
Household construction and furnish-		Theory and practice of teaching
ing		domestic science and art
Sanitation and appliances		English composition
Drawing		Physical training

*b Diploma.* A graduate of this course will receive a diploma which will be a license to teach cooking, sewing or millinery in any elementary school in the State.

§ 92 **Agricultural courses**

*a Subjects and periods*

*Two-year course*

*First year*

First term		Second term	
	PERIODS		PERIODS
Physics (agricultural).....	200	Farm mechanics .....	200
Psychology .....	200	Manual training .....	200
Botany .....	200	Entomology .....	200
History of education.....	200	Bacteriology and plant pathology	200
Chemistry .....	200	Chemistry .....	200

*Second year*

Horticulture .....	200	Farm crops .....	200
School economy .....	80	Dairying .....	200
Animal husbandry .....	200	Farm management and farm	
Advanced science methods....	200	practice .....	200
Observation .....	400	Teaching .....	400
Grammar methods .....	200		

*One-year course*

First term		Second term	
Physics (agricultural).....	200	Farm mechanics .....	200
Horticulture .....	200	Farm crops .....	200
Botany .....	200	Entomology .....	200
Animal husbandry .....	200	Bacteriology and plant pathology	200
Advanced science methods....	200	Dairying .....	200
Chemistry .....	200	Farm management and farm	
		practice .....	200
		Chemistry .....	200

*b Diploma.* A graduate of either of these courses will receive a diploma, which will be a license to teach agricultural courses in the schools of the State.



§ 93 Music course

*a Period.* This course covers a period of two years.

*b Diploma.* A graduate of this course will receive a diploma which will be a license to teach the special subject of such course in any public school in the State.

§ 94 Drawing course

*a Period.* This course covers a period of two years.

*b Diploma.* A graduate of this course will receive a diploma which will be a license to teach the subject of such course in any public school in the State.

§ 95 Teacher-librarian course

*a Subjects and periods*

	PERIODS
Psychology .....	100
History and principles of education.....	100
Methods of grammar and composition .....	100
Methods of reading, spelling and language.....	100
Methods of literature .....	300
Methods of United States history.....	80
Methods of geography .....	60
Methods of drawing .....	140
Methods of vocal music .....	120
Methods of arithmetic .....	80
Methods of manual training .....	40
Observation and teaching .....	450

Administration of small school library:

Cataloging, classification, book-selection, reference work, mechanical processes, etc.....	150
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Children's literature:

Study of different classes of books for children, story-telling, etc..	100
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Practice work:

Teaching of library lessons in grades and high school; practice in all library processes .....	150
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*b Diploma.* A graduate from this course will receive a diploma, which is a life license to teach the subject of such course in any public school in the State.

§ 96 Manual arts course

*a Subjects and periods*

	PERIODS
Psychology .....	100
History and principles of education.....	100
English .....	50
Methods in science.....	100
Shop mathematics .....	100



Shop administration

History and theory of industrial education, a study of equipments, organization of work, materials, and local industries.....	200
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Drawing

Design, representation, mechanical .....	400
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Shopwork

Joinery .....	100
Cabinetmaking .....	170
Wood turning, patternmaking.....	150
Art metal work .....	100
Machine shop practice.....	200
Printing and bookbinding.....	100
Foundry practice and forging.....	200

Teaching .....	400
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*b Diploma.* A graduate of this course will receive a diploma which will be a license to teach the manual arts in the public schools of the State.

§ 97 Commercial course

*a Subjects and periods*

PERIODS

Elementary bookkeeping, business practice, business writing and methods .....	200
Advanced bookkeeping, office practice, business writing and methods..	200
Commercial arithmetic and methods.....	100
Commercial geography and methods.....	100
Commercial English, correspondence and methods.....	60
Commercial law and methods.....	100
History of commerce and methods.....	100
Economics .....	100
Elementary shorthand and methods.....	200
Advanced shorthand and methods.....	200
Typewriting and methods.....	200
Principles of accounting.....	100
Accounting practice .....	100
Logic .....	80
Psychology .....	100
Principles and history of education.....	100
School economy .....	40
Observation and practice.....	400

*b Diploma.* A graduate from this course, upon recommendation of the principal of the school, will receive a diploma, which will license its holder to teach in any commercial school or commercial department in any public school in the State.





# § 98 Rural school course

## *a Subjects and periods*

	PERIODS
Psychology .....	100
Methods of language, grammar and composition.....	100
School economy and rural school organization.....	40
Methods of vocal music .....	80
Methods of arithmetic .....	60
Methods of American history .....	80
Methods of drawing and elementary handwork.....	120
Methods of geography .....	100
Methods of primary reading, spelling and phonics.....	100
Methods of nature study and of elementary science.....	100
Penmanship .....	40
Methods of physical training.....	80
Observation and practice.....	200
Total .....	1200

*b Diploma.* A graduate of this course will receive a diploma valid for ten years in any school of the State, outside of cities or villages having a population of 5000 or more, that does not maintain an academic department. This diploma may be renewed for ten-year periods, provided the holder thereof has taught on such diploma for a period of at least five years.

*c Completion of full normal course.* A graduate of the rural school course may enter a normal school and, on making one year's work which must include the following subjects, may receive a full normal diploma:

	PERIODS
Principles and history of education.....	100
Methods of literature } One to be elected.....	100
Methods of Latin }	
Methods of vocal music .....	40
Methods of arithmetic and algebra.....	60
Methods of drawing and elementary handwork.....	40
Logic .....	80
Methods of manual training and household arts.....	160
Methods of physical training.....	40
Observation and practice.....	400
Total .....	1020

# § 99 Courses in academic departments

*a Admission.* The following courses are prescribed for the high school department of the training school. Admission to these courses shall be as follows:

- 1 By a Regents preliminary certificate.



2 By presenting other credentials satisfactory to the principal of the school, which must be submitted for approval to the University.

*a* No nonresident pupil living in a district that maintains an academic school registered under the free tuition act is eligible for admission to the high school department.

*b* Resident pupils can be admitted only at the beginning of a term. Should a larger number of resident pupils apply for admission than can well be accommodated in the high school, they shall be admitted from an eligible list in the order of their application.

*b Normal preparatory course*

*First year*

	PERIODS		PERIODS
<i>English</i> .....	200	<i>Latin, French or German</i> .....	200
<i>Biology</i> (including human physiology) .....	200	<i>Drawing</i> .....	80
<i>Algebra</i> .....	200	<i>Physical training</i> .....	80
		<i>Music</i> .....	40

*Second year*

	PERIODS		PERIODS
<i>English</i> .....	120	<i>Physical geography</i> .....	200
<i>Ancient history</i> .....	120	<i>Drawing</i> .....	80
<i>Geometry</i> .....	200	<i>Physical training</i> .....	80
<i>Latin, French or German</i> .....	200	<i>Music</i> .....	40

*Third year*

	PERIODS		PERIODS
<i>English</i> .....	120	<i>A foreign language</i> .....	200
<i>Voice training</i> .....	40	<i>Drawing</i> .....	80
<i>Physics</i> .....	200	<i>Physical training</i> .....	80
<i>History of Great Britain and Ireland</i> .....	120	<i>Music</i> .....	40

*Fourth year*

	PERIODS		PERIODS
<i>English</i> .....	120	<i>Chemistry</i> .....	200
<i>American history with civics</i> ..	200	<i>Drawing</i> .....	80
<i>Same foreign language as of third year</i> .....	200	<i>Physical training</i> .....	80
		<i>Music</i> .....	40

Subjects in italics are required.

*c College preparatory course*

*First year*

	PERIODS		PERIODS
<i>English</i> .....	200	<i>Latin</i> .....	200
<i>Algebra</i> .....	200	<i>Drawing</i> .....	80
<i>Biology</i> (including human physiology) .....	200	<i>Physical training</i> .....	80
		<i>Music</i> .....	40



*Second year*

PERIODS		PERIODS	
English .....	120	Second foreign language.....	200
Plane geometry .....	160	Drawing .....	80
History .....	120	Physical training .....	80
Latin .....	200	Music .....	40

*Third year*

PERIODS		PERIODS	
English .....	120	Latin .....	200
Intermediate algebra .....	80	Drawing .....	40
Physics .....	200	Physical training .....	80
Second foreign language.....	200	Music .....	40

*Fourth year*

PERIODS		PERIODS	
English .....	120	Second foreign language.....	200
Review of plane geometry.....	80	Drawing .....	40
American history with civics...	200	Physical training .....	80
Latin .....	200	Music .....	40

*d Technical school preparatory course*

*First year*

PERIODS		PERIODS	
English .....	200	German .....	200
Algebra .....	200	Drawing .....	80
Biology (including human physiology) .....	200	Physical training .....	80
		Music .....	40

*Second year*

PERIODS		PERIODS	
English .....	120	French .....	200
Plane geometry .....	160	Drawing .....	80
History .....	120	Physical training .....	80
German .....	200	Music .....	40

*Third year*

PERIODS		PERIODS	
English .....	120	French .....	200
Review of algebra.....	80	Drawing .....	80
Physics .....	200	Physical training .....	80
German .....	200	Music .....	40

*Fourth year*

PERIODS		PERIODS	
English .....	120	Chemistry .....	200
Review of plane geometry.....	80	Drawing .....	80
American history with civics...	200	Physical training .....	80
Advanced mathematics .....	200	Music .....	40



## CHAPTER III

### TEACHERS TRAINING SCHOOLS

§ 121 **Establishment.** The board of education or the public school authorities of any city, or of any village employing a superintendent of schools, may establish, maintain, direct and control one or more schools or classes for the professional instruction and training of teachers in the principles of education and in the method of instruction. The minimum course of study shall cover two years.

#### QUALIFICATIONS OF CANDIDATES

§ 122 **Age.** Candidates must be at least 16½ years old at the time of entrance.

§ 123 **Declaration.** Candidates must subscribe to the following declaration: "We, the subscribers, hereby declare that our object in asking admission to the training school is to prepare ourselves for teaching; and that it is our purpose to engage in teaching in the public schools of the State of New York, on the completion of such preparation."

§ 124 **Education.** Candidates must hold certificates issued by the President of the University certifying to the completion of an approved course of study in a high school or in an institution of equal or higher rank as provided under the law.

§ 125 **Additional qualifications.** Additional qualifications may be prescribed by boards of education.

§ 126 **Candidates from other states.** Candidates from other states, in order to qualify for entrance to any training school, shall present credentials of graduation from a high school or an institution of equal or higher rank having a course of study at least equivalent to the high school course of study prescribed as a basis for entrance to training schools in this State. Such credentials shall be forwarded to the President of the University for approval.

#### ORGANIZATION AND REQUIREMENTS

§ 127 **Terms.** The school year shall be divided into two terms, but no school year shall consist of more than 40 weeks.

§ 128 **Time of instruction.** At least four hours and 30 minutes every school day must be occupied in study, in instruction on the topics laid down in the course of study, in the observation of model teaching and in practice work.





§ 129 **Latest date of admission.** No person shall be admitted to the class later than the second Monday following its organization.

§ 130 **Payment for eligible pupils only.** No payment shall be made for any pupil not shown by reports to have been eligible to enter the class.

§ 131 **Payment for absent pupils.** No payment shall be made for any pupil who leaves the class before the expiration of the year, except by permission of the President of the University, and no such permission shall be granted during the year, simply to enable the candidate to teach.

§ 132 **Attendance register.** When the class is organized, the qualifications of each candidate for admission shall be entered in the place designated for such entry in the training school attendance register.

§ 133 **Recitation register.** The daily attendance of each member upon such recitation shall be recorded in the recitation register supplied for this purpose.

§ 134 **One or two classes.** Training schools that organize but one class a year shall not admit members at the beginning of the second term. Those that organize a class at the middle of the school year shall keep a separate register for this class.

#### COURSE OF STUDY

§ 135 **Minimum course.** This course is designated as a minimum to meet the requirements of section 551 of the Education Law, and at least 500 hours shall be devoted to its completion.

*a Subjects and suggestive time allowance.* The number of hours to be devoted to each subject shall be determined by the local school authorities. The number of hours placed opposite the several subjects is to be regarded as suggestive only, and as indicative of their relative value.

#### *b Subjects and periods of 60 minutes each*

Psychology .....	80
History of education.....	60
School management .....	20
Methods in mathematics.....	50
Methods in elementary science, nature study, and physiology and hygiene .....	40
Methods in reading, writing and spelling.....	50
Methods in language, composition and grammar.....	50



Methods in geography.....	30
Methods in drawing.....	30
Methods in history and civics.....	30
Physical culture, with methods.....	30
Methods in music .....	30

*c Observation and practice teaching.* At least 50 hours shall be spent by each member of the training school in observation and at least 50 hours in practice teaching.

# EXAMINATIONS

§ 136 **Semester.** At the close of each semester, the University shall furnish a special examination in the several subjects prescribed in the course of study or in such of them as the President of the University may determine.

§ 137 **Date.** The examinations shall occur in January and in June, during the week in which the Regents examinations are held.

§ 138 **Report.** The name of every member taking the examination shall appear in the report of the examination.

§ 139 **Standing.** Members must attain a standing of at least 75 per cent in each prescribed subject.

## § 140 Program of examination

<i>Monday p.m.</i>	American history with civics; methods in reading, writing and spelling
<i>Tuesday a.m.</i>	Arithmetic
<i>Tuesday p.m.</i>	Language, composition and grammar
<i>Wednesday a.m.</i>	Psychology
<i>Wednesday p.m.</i>	School management
<i>Thursday a.m.</i>	Geography; physiology and hygiene
<i>Thursday p.m.</i>	Nature study
<i>Friday a.m.</i>	History of education
<i>Friday p.m.</i>	Drawing

# CERTIFICATES

§ 141 **Certificate.** *a* A training school certificate shall be issued to a member of a training school who successfully completes the course and attains a minimum standard of 75 per cent in each required subject, on the recommendation of a city, village or district superintendent of schools.

*b* A graduate of a university or college shall be exempt from examination in all subjects except those subjects which include matter relating to methods of teaching.



c A member of a training school, who has completed one year's work in a state normal school, shall be exempt from examination in all subjects except those which are included in the second year of the training school course.

§ 142 **Validity.** A training school certificate shall be issued for a term of three years and such a certificate held by a teacher who has taught under it successfully for a period of two years may be renewed for ten years without examination. Successive renewals may be made thereafter upon evidence that the holder has taught successfully five of the ten years for which the certificate was last renewed.

MINIMUM REQUIREMENT FOR AN APPROVED COURSE

§ 143 **Approved course of study in high school or academy.** A course of study in a high school or academy to receive the approval of the President of the University, as required by section 551 of the Education Law, shall include 2880 recitation periods, in which instruction in the following subjects shall be given:

		NUMBER OF 45 MINUTE PERIODS
English .....	4 years	494
Ancient history	}	
or		
Modern history 1	}	114
History of Great Britain and Ireland		
or	}	114
Modern history 2		
American history with civics.....	1 year	152
Algebra .....	1 year	190
Plane geometry .....	1 year	190
Biology (including human physiology).....	1 year	190
Physics or chemistry.....	1 year	190
Latin or French or German.....	2 years	380
Drawing .....	2 years	228
Music .....	4 years	152



## CHAPTER IV

### TEACHERS TRAINING CLASSES

#### APPOINTMENTS

§ 161 **Application.** To receive consideration, application for appointments to instruct classes should be forwarded to the University of the State of New York by the first of May each year.

§ 162 **Requirements.** In order that a school may receive an appointment the board of education must meet the following requirements:

*a* Employ as instructor or instructors of the class for not less (each day) than four recitation periods of 40 minutes each, a duly qualified teacher who is either

1 A college graduate or a graduate of a normal school of this State, who has had at least three years' experience in teaching in the public schools of the State and has taught at least two years in grades below the ninth; or

2 A holder of a state certificate granted in this State upon examination subsequent to 1875.

*b* Pay a salary of at least \$600 to the training class instructor.

*c* Equip a suitable room or apartment separate from all other departments of the school in which the training class members and no others shall be seated, unless they shall be members of the graduating class of the current school year. The room set aside for the training class shall not be used as a recitation room for other classes.

*d* Provide opportunity for members of the class to observe methods of teaching in the several grades, and to teach in such grades under proper criticism and direction.

*e* Report on or before August first of each year to the University for approval the name of the teacher of the training class with a statement of his qualifications.

*f* Maintain a class for at least 36 weeks.

§ 163 **Assignments.** In making assignments to institutions reference shall be had to:

*a* The proper distribution of the classes among the supervisory districts.

*b* The location of classes to accommodate the greatest number of candidates.





*c* Proper equipment of the institution and the advantages offered for thorough work, both in the theory and in the practice of teaching.

#### QUALIFICATION FOR ADMISSION

§ 164 **Age.** Candidates must be at least 17 years of age at the time of entrance.

§ 165 **Declaration.** Candidates must subscribe to the following declaration: "We, the subscribers, hereby declare that our object in asking admission to the training class is to prepare ourselves for teaching; and that it is our purpose to engage in teaching in the public schools of the State of New York, on the completion of such preparation. We pledge ourselves to remain in the class during the year, unless prevented by illness or excused by the President of the University."

§ 166 **Health and character.** Candidates must possess good health, good character, freedom from physical deformity, and capacity for training.

§ 167 **Evidence of education.** Candidates must have as a minimum qualification one of the following:

*a* Any teachers certificate, expired or unexpired, issued in this State.

*b* Credit in Regents examination for elementary United States history with civics, arithmetic, geography, reading, spelling, and writing and a total of 54 academic counts including 10 counts in English, 10 counts in mathematics, 10 counts in science, 5 counts in a foreign history and 4 counts in drawing.

*c* A Regents academic diploma.

#### ORGANIZATION

§ 168 **Terms.** The school year is divided into two terms of not less than 18 weeks each.

§ 169 **Classes.** New classes are organized in September only, but candidates may be admitted at the beginning of the second term, if they intend to remain in the class an entire year.

§ 170 **Minimum and maximum class.** The class shall consist of not less than 10 nor more than 25 members.

§ 171 **Announcement of organization.** To secure the most promising candidates, the following information shall be announced prior to the organization of the class:

*a* The date on which the class is to be organized.

*b* The conditions of admission.

*c* The character and advantages of the training class course.



§ 172 **Principal and district superintendent of schools.** The principal shall consult the district superintendent of schools with a view to securing as members of the class all untrained persons who intend to teach.

§ 173 **Daily instruction.** On every school day at least four periods of 40 minutes each shall be occupied with instruction on the topics prescribed in the course of study. Adequate time shall be given to the instructor for the proper supervision of the observation and practice. *Only those members of the class who have the time and the ability shall be allowed to pursue subjects additional to those included in the course.* No person other than a member of the class shall recite with the class, except in psychology and in American history with civics.

§ 174 **Forms and registers.** Two blank forms for notice of organization and two organization registers will be furnished to each institution at the beginning of the year. These blanks shall be properly filled and one of each forwarded to the University at the end of the third week after the organization of the class. Duplicates shall be retained by the principal for inspection by the proper school officers. No organization register shall be required the second term.

#### REGULATIONS AND REQUIREMENTS

§ 175 **Latest day of admission.** No person shall be granted permission to enter the class later than the second Monday following the date of its organization.

§ 176 **Term examinations.** All members shall enter the term examinations, unless excused by the President of the University.

§ 177 **Absence on permission.** No member shall withdraw from the class before the expiration of the term, except by permission of the President of the University, and no such permission shall be granted during the year, simply to enable the candidate to teach.

§ 178 **Register and report.** When the class is organized, the qualifications for admission possessed by each member shall be entered in the training class daily register and in the organization report.

§ 179 **Daily attendance.** The daily attendance of each member upon each recitation shall be recorded in the register which shall be forwarded to the University at the close of the year.

§ 180 **First and second terms.** The first term for each school year shall begin not later than the first Tuesday in September, and the second term not later than the last Monday in January.



§ 181 **Certificates.** Training class certificates shall be granted only upon the completion of a year's work as prescribed in the course of study.

§ 182 **Membership.** Membership in a class shall be limited to a period of two years.

§ 183 **Exclusion from other teachers examinations.** No member shall enter any teachers examinations other than for training classes while a member of a training class, except by permission of the University.

§ 184 **Dismissal for cause.** The University shall reserve the right to dismiss a member at any time for cause.

§ 185 **Additional qualifications.** Any school may prescribe additional qualifications for admission to the class, add to the course of study, or extend the minimum time prescribed for the course.

#### COURSE OF STUDY

§ 186 **Periods, subjects and credits.** There shall be no exchange of subjects from the fall term to the spring term without permission from the University.

##### **a First term**

*First period:* arithmetic; spelling

*Second period:* psychology and principles of education

*Third period:* methods in history, reading, spelling and writing; school management

*Fourth period:* language, composition and grammar; drawing

*Fifth period:* American history with civics

##### **b Second term**

*First period:* language, composition and grammar

*Second period:* geography; nature study and agriculture

*Third period:* American history with civics

*Fourth period:* school law; physiology and hygiene

##### **c Academic credit**

Examinations passed at a minimum rating of 75 per cent in training class subjects shall receive academic credit as follows:

American history with civics.....	5	counts
Language, composition and grammar.....	3	counts
Drawing .....	2	counts
School management .....	1½	counts
School law .....	1½	counts
Psychology .....	2	counts



Methods in history ; reading, spelling and writing. . . . .	2	counts
Physiology and hygiene. . . . .	I	count
Nature study and agriculture. . . . .	I	count

This rule is subject to the exception that if a pupil has passed a Regents examination in American history with civics or English fourth year, no additional academic counts may be allowed for passing a training class examination in American history with civics or language, composition and grammar.

#### OBSERVATION AND PRACTICE WORK

§ 187 **Observation.** Pupils shall be trained to observe carefully and to interpret intelligently the principles of teaching as exemplified by the actual work of instruction of pupils in the grades. To afford this training, it is expected that the class, at least twice a week, will be given an opportunity to witness skilful teaching either in the grades of the school or in classes of pupils receiving a model lesson given by the critic teacher.

§ 188 **Practice.** Each member shall be given actual work in teaching for not less than two weeks. A record of the observation and practice work of each pupil shall be kept by the training class teacher.

#### EXAMINATIONS

§ 189 **Date.** The examinations shall be held in January and in June, during the week in which the Regents examinations occur.

#### § 190 **Program**

*Monday p. m.* Language, composition and grammar

*Tuesday a. m.* American history with civics

*Tuesday p. m.* Arithmetic, nature study

*Wednesday a. m.* Psychology, school law

*Wednesday p. m.* School management

*Thursday a. m.* Physiology and hygiene, special kindergarten methods

*Thursday p. m.* Methods, methods of teaching, special primary methods

*Friday a. m.* History of education, geography

*Friday p. m.* Drawing, spelling

Writing shall be judged from the paper on language, composition and grammar.

§ 191 **Certificate.** A training class certificate shall be issued to a member of a training class who successfully completes the course





and attains a minimum standing of 75 per cent in each required subject. Such certificate shall be valid for three years and renewable for five-year periods.

The holder of a training class certificate who has taught successfully for three years and who has been graduated from an approved four-year high school course or who has earned an academic diploma may receive a training class certificate valid for ten years in the subacademic grades of any school and renewable for ten-year periods.

§ 192 **Certification.** Prior to the issuance of a training class certificate, the principal or superintendent must certify that the candidate has shown sufficient skill in teaching to warrant his receiving such certificate, that he is a person of good moral character and worthy to be employed in the schools of the State.

§ 193 **Report of examinations.** The name of every member shall appear in the report of the examination at the close of the term. Members may enter examinations in those subjects regularly pursued in class prior to the time of the examination.

§ 194 **Regulations.** *a* Before the opening of each session of the examination, rules 1, 2 and 3 of the general directions under "Instructions to Candidates," as prescribed in the Regents Rules Relating to Examinations, shall be read to the training class.

*b* City, village or district superintendents when possible shall conduct training class examinations subject to the usual rules for conducting Regents examinations; but in the absence of the superintendent the principal of the high school with which the training class is connected shall conduct the examinations.

*c* Answer papers shall be submitted before the close of each session and shall be kept in the custody of the superintendent or the principal conducting the examinations. The teacher of the training class shall at the close of each examination rate the papers written by the training class. The rating shall be made with red ink or red pencil and within 24 hours after the close of the examination the papers so rated shall be returned to the custody of the superintendent or the principal conducting the examination.

*d* Training class and Regents examinations may be held in the same room, when this seems necessary.

*e* Collusion between candidates or any other act of dishonesty in examination is evidence of unfitness to teach in the public schools of the State. Any person guilty of such act shall forfeit all training class standings and shall be dismissed from the class.



## DISTRICT SUPERINTENDENTS

§ 195 **Duties.** The duties of the district superintendent with reference to training classes are defined by section 395 of the Education Law.

§ 196 **Report.** After visiting the class the district superintendent shall forward a report immediately to the University. The district superintendent shall inspect every class under his jurisdiction once in each month.

§ 197 **Attendance on teachers meetings.** Members of the training class shall, when required by the district superintendent, attend the teachers meetings of the local district superintendent of schools and submit to the principal a written report of the work of each session.



## CHAPTER V

### TEACHERS CERTIFICATES

§ 211 **Classes of certificates.** Certificates to teach shall be of the following classes: temporary; elementary; academic; first grade; rural school renewable; state limited; state life; training class; training school; temporary normal; normal diploma; college graduate limited; college graduate professional provisional; college graduate professional life; college graduate life; equivalent certificate; special — known as kindergarten, drawing, vocal music, commercial, stenography and typewriting, elocution, domestic art, domestic science, physical training, manual training, vocational.

#### STATUTORY REQUIREMENTS

§ 212 **Age.** Under no circumstances shall any kind of a license to teach be issued to a person under 18 years of age.

§ 213 **License and contract.** No trustee or board of education can make a valid contract with a teacher who is not legally qualified. No part of the school moneys apportioned to a district shall be applied to the payment of the salary of an unqualified teacher, nor shall his salary, or any part thereof, be collected by a district tax, unless the time for which such teacher has taught has been properly legalized by the President of the University. A teacher must possess a certificate of qualification before he enters into a contract to teach; and before he begins service, he shall present his certificate for recording to the city, village or district superintendent in whose jurisdiction he is to teach.

§ 214 **Minimum requirements in primary and grammar schools of cities and villages of 5000 or more employing superintendents of schools.** No person may be employed or licensed to teach in the primary or grammar schools of a city or a village employing a superintendent who has not had successful experience in teaching for at least three years, or in lieu thereof has not completed a high school course or its equivalent approved by the President of the University, and in addition thereto a course in professional training also approved by him.

#### VALIDITY OF TEACHERS CERTIFICATES

§ 215 **Valid in any school in the State.** The following certificates are valid in any school in the State:

- a* College graduate life
- b* College graduate professional life



- c* College graduate professional provisional
- d* State life
- e* State limited
- f* Normal diploma
- g* Temporary normal
- h* Equivalent certificate
- i* Special
- j* First grade
- k* Training school
- l* Training class (issued previous to August 1, 1906 provided the holder thereof has had three years' successful experience in teaching)

§ 216 **Limited validity.** The following certificates have a limited validity:

- a* College graduate limited (valid in any school district except in the subacademic grades of cities or villages of 5000 or more, employing superintendents of schools)
- b* Training class, issued August 1, 1906 or subsequent thereto, the holder of which has been graduated from an approved four-year high school course or has earned a Regents academic diploma and in addition has had three years' successful experience in teaching (valid in any school district except in the academic department of a union free school district or of a city or of a village of 5000 or more employing a superintendent of schools)
- c* Training class, issued August 1, 1906 and subsequently (valid in supervisory districts in those school districts that do not maintain academic departments)
- d* Rural school renewable (valid in supervisory districts in those school districts that do not maintain academic departments)
- e* Academic (valid in supervisory districts in those school districts that do not maintain academic departments). On and after August 1, 1915, no academic certificate shall be issued except to a holder of an academic diploma who has successfully completed a summer course of six weeks of study for the training of rural school teachers in a state normal school
- f* Elementary (valid in supervisory districts in those school districts that do not maintain academic departments). The elementary certificate shall not be issued after August 1, 1914.

§ 217 **General regulations.** *a* All certificates issued for a limited period shall be so written as to expire on the last day of the school year.





*b* When conditions require it, a certificate may be issued upon some other date than August 1st. But when a certificate is issued on such other date, it shall be issued for the remaining period for which it would have been valid had it been issued on the first day of August preceding the date on which it was issued.

*c* The principle in *a* and *b* shall be applied to the renewal and the extension of all certificates.

*d* Substitutions for the subjects required for the rural school renewable certificate may be made as follows:

- 1 Advanced arithmetic for arithmetic
- 2 Physical geography for geography
- 3 First, second, third or fourth year English or English three years for English for teachers
- 4 Intermediate or advanced algebra for algebra
- 5 Biology for physiology and hygiene
- 6 Psychology for history of education

*e* District and city superintendents of schools may exact a higher standing in examinations and give supplementary examinations in the subjects required for a certificate of any grade. They may also for sufficient reasons refuse to issue any certificate even though the educational requirements have been fully met.

#### ELEMENTARY CERTIFICATE

§ 218 **Educational requirements.** A candidate for an elementary certificate shall be required to pass an examination in each of the following subjects:

Writing	Elementary U. S. history with civics
Spelling	English for teachers
Arithmetic	Physiology and hygiene
Geography	Drawing

§ 219 **Scope of examinations.** Examinations in the preliminary subjects required for an elementary certificate shall be based on the Syllabus for Elementary Schools; those in the academic subjects on the Syllabus for Secondary Schools.

§ 220 **Standing required.** A minimum standing of 75 per cent in each subject must be attained.

§ 221 **Number of trials.** A candidate for an elementary certificate may combine standings earned in four consecutive examinations, subsequent to his sixteenth birthday. This certificate may be issued at any time within two years from the date when the examinations were completed.



§ 222 **Dates and places of examinations.** Examinations for an elementary certificate shall be held in January, June and August of each year. The January and June examinations may be held in all Regents academic schools, and at such other places as district superintendents of schools with the approval of the University from time to time designate. The August examination may be held at only such places as district superintendents of schools designate under like approval.

§ 223 **Experience.** No previous experience in teaching is required.

§ 224 **Where valid.** An elementary certificate shall be valid only in a school district not maintaining an academic department and only in the particular school district for which it is issued or made valid by the district superintendent of schools.

§ 225 **Term.** An elementary certificate shall be issued for a term of two years. (This rule is subject to section 217 *a* and *b*.)

§ 226 **Extensions.** An elementary certificate may be extended one year for each eight academic counts earned while it is in force in subjects other than those in which academic credit had been earned before the certificate was issued.

§ 227 **Issuance of certificate.** While examinations may be taken at any appointed time and place, an elementary certificate shall be issued only after the candidate has made an engagement to teach, approved by the district superintendent of schools having jurisdiction. But a person entitled to an elementary certificate, though such certificate has not yet been issued, is legally qualified to contract by presenting a formal statement from the district superintendent of schools having jurisdiction showing that such person is entitled to this certificate, and certifying that such certificate will be issued when a contract has been made with the trustee of some district designated in such statement of the district superintendent of schools. This certificate shall not be issued after August 1, 1914.

#### ACADEMIC CERTIFICATE

§ 228 **Educational requirements.** A candidate for an academic certificate must have completed a four-year high school course and must have earned a Regents academic diploma issued subsequent to January 1, 1906.

§ 229 **Dates and places of examinations.** Examinations for an academic certificate shall be taken only in January and June and as they are reached in the course of study pursued by the candidate and shall be taken only at high schools and academies. This certi-



ificate shall not be issued on the basis of examinations alone, as it is provided only for those who have regularly pursued a full course in the high schools and academies of this State.

§ 230 **Experience.** No previous experience in teaching is required.

§ 231 **Where valid.** An academic certificate shall be valid only in a school district not maintaining an academic department and only in the particular school district for which it is issued or made valid by the district superintendent of schools.

§ 232 **Term.** An academic certificate shall be issued for a term of two years. (This rule is subject to section 217 *a* and *b*.)

§ 233 **Extension.** An academic certificate may be extended one year for each 18 credits obtained in examinations for state limited or life certificates earned while it is in force. Counts earned in Regents examinations shall not be applied for extension of this certificate. Such certificate may also be extended one year for each summer course satisfactorily completed, after its issue, in a state normal school.

§ 234 **Issuance of certificate.** An academic certificate shall be issued only after the candidate has made an engagement to teach, approved by the district superintendent of schools having jurisdiction. But a person entitled to an academic certificate, though such certificate has not yet been issued, is legally qualified to contract by presenting a formal statement from the district superintendent of schools having jurisdiction showing that such person is entitled to this certificate and certifying that such certificate will be issued when a contract has been made with the trustee of some district designated in such statement of the district superintendent of schools. On and after August 1, 1915, no academic certificate shall be issued except to a holder of an academic diploma who has successfully completed a summer course of six weeks of study for the training of rural school teachers in a state normal school.

#### RURAL SCHOOL RENEWABLE CERTIFICATE

§ 235 **Educational requirements.** A candidate for a rural school renewable certificate shall be required to pass an examination in each of the following subjects:

Writing	Physiology and hygiene	School law
Spelling	Nature study and agri-	Drawing
Arithmetic	culture	American history with
Geography	History of education	civics and some for-
English for teachers	School management	eign history
Algebra	Methods of teaching	



§ 236 **Scope of examinations.** The examinations in nature study and agriculture, history of education, school management, school law and methods of teaching shall be based on a training class syllabus in these subjects. The other examination shall be based on the Syllabus for Elementary Schools and on the Syllabus for Secondary Schools.

§ 237 **Standing required.** A minimum standing of 75 per cent shall be required in each subject. But standings earned in Regents examinations in academic subjects by students who have satisfactorily completed the study of such subjects in an approved secondary school may be applied toward the issuance of this certificate upon a minimum standing of 60 per cent.

§ 238 **Number of trials.** No limit shall be placed upon the number of trials. A candidate for a rural school renewable certificate may combine standings earned subsequent to his sixteenth birthday but no credit obtained in examinations prior to January 1, 1906 may be applied toward this certificate.

§ 239 **Dates and places of examinations.** Examinations in all the required subjects shall be given in January, June and August. Examinations in the regular Regents subjects may, by arrangement with the principal, be taken in January and June at any academic school; in August they may be taken at the places designated by the district superintendent of schools. In all other subjects, examinations shall be offered in January and June at each school conducting a training class and at any other academic school properly designated by the district superintendent of schools; in August, at the places designated by the district superintendent of schools.

§ 240 **Experience.** No previous experience in teaching is required.

§ 241 **Where valid.** A rural school renewable certificate shall be valid in any school district not maintaining an academic department in the supervisory district for which it is issued or made valid by the district superintendent of schools.

§ 242 **Term.** On and after August 1, 1914, a rural school renewable certificate shall be issued for a term of three years.

§ 243 **Renewals.** Upon its expiration, from time to time, a rural school renewable certificate held by a teacher who has taught under it successfully for a period of five legal school years may be renewed by any district superintendent of schools in the State for a period of ten years, without examination.

A rural school renewable certificate issued on or after August 1, 1914, and held by a teacher who has taught under it successfully





for two years, may, on its expiration, be renewed for a period of ten years.

#### TRAINING CLASS CERTIFICATE

§ 244 **Requirements.** A candidate must have complied with all the requirements for admission to and attendance upon a training class and the principal of the school must certify that he has given evidence of excellent character and ability to teach. A candidate must also have attained in examination held for training classes, a minimum standing of 75 per cent in each of the following subjects:

Writing	Drawing
Spelling	Nature study and agriculture
Arithmetic	Methods in history, reading, spelling and writing
Geography	Psychology
Language, composition and grammar	School law
Physiology and hygiene	School management
American history with civics	

§ 245 **Dates of examinations.** Examinations shall be held in January and in June during the week in which Regents examinations occur.

§ 246 **Where valid.** *a* A training class certificate issued prior to August 1, 1906 shall be valid in any grade of any school for which it is issued or made valid by the district, village or city superintendent of schools.

*b* A training class certificate issued on or after August 1, 1906 shall be valid in any school district not maintaining an academic department in the supervisory district for which it is issued or made valid by the district superintendent of schools. The holder of such a certificate who has taught successfully for three years and who has been graduated from an approved four-year high school course or who has earned an academic diploma may receive a training class certificate valid for ten years in the subacademic grades of any school and renewable for ten-year periods.

§ 247 **Term.** A training class certificate shall originally be issued for a term of three years. (This rule is subject to section 217 *a* and *b*.)

A training class certificate may be issued for one year to a candidate conditioned in one subject, upon the application of a district superintendent.

§ 248 **Credit toward normal school course and Regents academic diploma.** A person who holds a training class certificate



shall be entitled to one year's advanced standing in a state normal school provided he entered the training class on an academic diploma and has taught for one year after graduation from the training class.

Counts assigned to training class subjects may be applied toward the counts required for an academic diploma but counts so applied may not be used to remove training class entrance conditions.

§ 249 **Renewals.** A training class certificate held by a teacher who has taught under it successfully for a period of two years may be renewed for five years without examination. Successive renewals may be made thereafter upon evidence that the holder has taught successfully for three of the five years for which the certificate was last renewed.

#### TRAINING SCHOOL CERTIFICATE

§ 250 **Requirements.** A candidate must have complied with all the requirements for admission to and attendance upon a training school as required by the provisions of section 551 of the Education Law. The principal of the school must certify that the candidate has given evidence of excellent character and ability to teach. A candidate must also have attained in examination held for training schools, a minimum standing of 75 per cent in each of the following subjects, in accordance with the syllabus for training schools, unless exempt therefrom under the provisions of subdivisions *a* and *b* of this section:

Arithmetic	Drawing
Geography	Methods in reading, writing
Language, composition and	and spelling
grammar	Psychology
Physiology and hygiene	History of education
Nature study	School management
American history with civics	

*a* A graduate of a university or college shall be exempt from examination in all subjects except those subjects which include matter relating to methods of teaching.

*b* A member of a training school, who has completed one year's work in a state normal school, shall be exempt from examination in all subjects except those which are included in the second year of the training school course.

§ 251 **Dates of examinations.** Examinations shall be held in January and June during the week in which Regents examinations occur.



§ 252 **Where valid.** A training school certificate shall be valid in the schools for which it is issued or for which it is made valid by a district, village or city superintendent of schools (subject to special acts as affecting cities).

§ 253 **Term.** A training school certificate shall be issued for a term of three years. (This rule is subject to section 217 *a* and *b*.)

§ 254 **Renewals.** A training school certificate held by a teacher who has taught under it successfully for a period of two years may be renewed for ten years without examination. Successive renewals may be made thereafter upon evidence that the holder has taught successfully five of the ten years for which the certificate was last renewed.

#### LIMITED STATE CERTIFICATE

§ 255 **Educational qualifications.** A candidate for a limited state certificate shall be required to pass the special examinations for a state certificate in each of the following subjects:

##### I

2 Spelling	5 Algebra
2 Arithmetic	2½ Physiology and hygiene
2 Geography	3 American history
2 English grammar	3 Composition

##### II

5 Physics	3 Methods of teaching
2 Civics	3 School management
3 Drawing	2 School law
3 History of education or psychology	

and shall earn 10 additional credits in subjects named in group (3) under section 258.

§ 256 **Number of trials.** Standings earned in three consecutive examinations may be applied toward a limited state certificate; but no further examination need be required in any subject in which a standing of 90 per cent has been earned.

§ 257 **Term.** A limited state certificate shall be issued for a period of five years only. It shall not be renewed or extended, but may be replaced by a state certificate when the holder of it has met the additional requirements for such certificate.

The scope of examinations, the standing and experience required, the validity and the dates and places of examinations are the same as for a state certificate.



STATE CERTIFICATE

§ 258 **Educational requirements.** A candidate for a state certificate shall be required to pass a special examination in each of the following subjects :

I

2 Spelling	5 Algebra
2 Arithmetic	2½ Physiology and hygiene
2 Geography	3 American history
2 English grammar	3 Composition

II

3 History of education or psychology	3 School management
3 Methods of teaching	2 School law

III

5 English and American literature	2½ Botany or zoology
10 A foreign language (Latin, French or German)	3 History (ancient, modern history or history of Great Britain and Ireland)
5 Plane geometry	2 Civics
5 Physics	3 Drawing
5 Chemistry or physical geography	

The numerals prefixed to the subjects in the above list indicate the number of credits allowed each subject when credit is claimed for the subject toward an extension of an academic certificate.

§ 259 **Scope of examinations.** Examinations for a state certificate shall be based on the training class syllabus in the following subjects: history of education, psychology, methods of teaching, school management and school law.

In the academic subjects the examinations shall be based on the Syllabus for Secondary Schools.

In composition and in English and American literature the examination shall be based on the high school work in composition and in literature as outlined in the Syllabus for Secondary Schools for the first, second, third and fourth year English.

In spelling, arithmetic and geography the examinations shall be more advanced in character than examinations for other teachers certificates.

§ 260 **Standing required.** A standing of at least 75 per cent shall be required in each of the subjects of group (I) and an aver-





age standing of at least 75 per cent in the subjects of groups (2) and (3), but no paper shall be accepted on which a standing of less than 60 per cent has been earned.

§ 261 **Number of trials.** The standing earned in five consecutive examinations may be applied toward this certificate and no further examination need be required in any subject in which a standing of 90 per cent has been earned.

§ 262 **Experience.** No person shall be entitled to a state certificate who has not had at least three years' experience in teaching.

§ 263 **Terms.** A state certificate shall be issued for life.

§ 264 **Where valid.** A state certificate shall be valid in any department of any school in the State.

§ 265 **Date and places of examinations.** Examinations for a state certificate shall be held in August of each year. Examinations may be held at the following places and at such other places as may from time to time be designated by the President of the University:

Albany	Malone
Binghamton	New York
Buffalo	Norwich
Chautauqua Assembly	Ogdensburg
Cortland	Oneonta
Elmira	Plattsburg
Hornell	Rochester
Hudson Falls	Syracuse
Ithaca	Utica
Kingston	Watertown
Liberty	

#### COLLEGE GRADUATE CERTIFICATES

§ 266 **Classes.** College graduate certificates shall be of two grades of two classes each: (1) the college graduate (*a*) limited, (*b*) life; (2) the college graduate professional (*a*) provisional, (*b*) permanent.

§ 267 **By whom issued.** College graduate certificates shall be issued by the President of the University.

#### *College Graduate Limited Certificate*

§ 268 **Term.** A college graduate limited certificate shall be issued for a term of two years.

§ 269 **Where valid.** A college graduate limited certificate shall be valid in any department of any school in the State, except in primary or grammar grades of a city or of a village of 5000 or more inhabitants employing a superintendent of schools.



§ 270 **Educational requirements.** A candidate for a college graduate limited certificate must be a graduate of a college registered by the Regents under sections 401, 404, 408a, or 408b.

§ 271 **Renewal.** A college graduate limited certificate may be renewed for a period of one year on application for indorsement, provided the holder has passed the prescribed examinations during the period of its validity.

§ 272 **Subject and scope of required examinations.** The subjects of these examinations are: psychology, history of education, principles of education, methods of teaching. The examinations shall be based on the syllabus found in the Course of Study and Syllabus for the College Graduate Certificate.

§ 273 **Dates and places of examinations.** Examinations for the renewal of college graduate limited certificates shall be held in May and August of each year.

The May examinations shall be held in connection with the other professional licensing examinations in Albany, Buffalo, New York and Syracuse and at other places designated from time to time by the University.

The August examinations shall be held as designated by the President of the University at the various colleges in the State where summer courses are conducted, covering wholly or in part the course of work outlined in the Course of Study and Syllabus for the College Graduate Certificate.

#### *College Graduate Life Certificate*

§ 274 **To whom issued.** At the end of three years of successful experience in teaching, at least two years of which must be in this State, a college graduate life certificate may be issued to one who has completed a four-year course of study and has received a bachelor's degree from a college registered as in section 270.

#### *College Graduate Professional Provisional Certificate*

§ 275 **To whom issued.** A college graduate professional provisional certificate valid for three years in any grade of any school in the State, may be issued, on application, to the graduate of any college registered as in section 270 that has completed therein the course in education approved by the President of the University for the training of teachers. It may be renewed by indorsement.

#### *College Graduate Permanent Certificate*

§ 276 **To whom issued.** The holder of a college graduate provisional certificate who affords evidence of three years' successful



experience in teaching during the validity of the provisional certificate shall be entitled to receive a college graduate (permanent) certificate.

#### TEMPORARY LICENSE

§ 277 In addition to the foregoing certificates, the President of the University will, in his discretion, issue temporary licenses valid for 20 weeks, but only in cases in which public convenience absolutely requires it, and then only on the recommendation of the district, village or city superintendent of schools having jurisdiction.

No temporary license will be granted unless satisfactory evidence is furnished that the candidate is qualified, and sufficient reasons are given why the candidate is not the holder of a regular certificate.

#### SPECIAL CERTIFICATES

§ 278 **Limitations.** Special certificates may be granted to those candidates who desire to teach a special subject only, technical in character, and who have made special preparation for the work. The certificate will entitle its holder to teach the special subject only. A violation of this regulation renders this certificate forfeitable.

§ 279 **Term and renewals.** A special certificate may be granted for three years and after two years of successful experience it may be renewed for five-year periods. No special certificate shall be granted, even though it be earned, except at the request of a district, village or city superintendent of schools after the applicant shall have been assured of a position to teach.

§ 280 **Educational requirements.** The applicant for any certificate, special in nature, must furnish evidence of graduation from an approved high school, or the equivalent, and also from an approved professional institution wherein he has completed a two-year course of study in the special subject. Special vocational certificates may be issued to a candidate who does not fully meet the foregoing requirements. In addition the candidate for any special certificate must establish to the satisfaction of the President of the University that he is qualified to teach.

§ 281 **Examinations.** The above educational requirements apply to special certificates to teach elocution, vocational subjects, domestic science, domestic art, manual training, physical training, vocal music, kindergarten, drawing, commercial branches. In addition, for the last three certificates named, candidates must pass at a minimum rating of 75 per cent, the University examinations prescribed below and may combine for a certificate the standing earned



in any four consecutive examinations. The President of the University may accept the completion of an approved course in a degree-conferring institution registered with the Regents in lieu of such examination.

*a Kindergarten certificate.* Training school examinations in history of education, psychology, school management, and special examinations in primary methods and in kindergarten methods.

*b Drawing certificate.* Special examination in drawing.

*c Commercial certificate.* Issued upon Regents examinations in (1) advanced bookkeeping and office practice, commercial arithmetic and commercial law, and in (2) shorthand and typewriting; or upon all examinations in (1) and (2).

#### EQUIVALENT CERTIFICATE

§ 282 **To whom issued.** A certificate based upon evidence of successful experience in teaching and of an education equivalent to that required for graduation from a general professional course in a New York State normal school may be issued by the President of the University. This certificate shall be valid for one year in the district for which it is issued and on its expiration may be exchanged for a permanent certificate.





## CHAPTER VI

### THE COMPULSORY ATTENDANCE LAW

§ 301 **Physical and mental condition.** If school authorities differ with the person in responsible parental relation as to whether a child between 8 and 16 years of age is in proper physical and mental condition to attend school, the opinion of a reputable physician, approved by the President of the University, shall be decisive.

§ 302 **Record of attendance.** To be accepted as the accurate record which teachers are required by law to keep of the attendance of all children between 8 and 16 years of age, each absence must be accounted for in such record as either truancy, unlawful detention, or excused absence.

§ 303 **Absence or tardiness.** A child who is required by law to attend school should immediately after being absent or tardy bring to the teacher a written excuse from parent or guardian stating the reason for such absence or tardiness. More than two unexcused absences in four consecutive weeks should receive serious attention by school authorities and may warrant arrest and prosecution of offender.

§ 304 **Justifiable absence.** Temporary illness in the family, unusually bad roads or weather, and any unusual and reasonably justifying circumstances, beyond the control of the child or the person in responsible parental relation thereto, will excuse temporary absence from school. Absences of not more than a half day in a week for instruction in music are excusable.

§ 305 **Equivalent instruction.** The person having responsible parental relation must provide equivalent instruction for a child excluded from a public school because of failure to be vaccinated.

§ 306 **Law suspended.** The operation of the compulsory attendance law may be suspended in a school district during the prevalence there of a contagious disease.

§ 307 **Indigent children.** The local poor authorities must furnish indigent children with suitable clothing, shoes, books, food and other necessities to enable them to attend school as required by law.

§ 308 **Fines.** Fines collected under section 625 of the Education Law shall be paid to the county treasurers of the respective counties.

§ 309 **Report.** A report of the daily attendance at school of all children between 8 and 16 years of age shall be made to the



University within ten days after each calendar month by the school authorities of all common school districts in the State. The school authorities of union free school districts and cities shall also cause to be transmitted to the University within ten days after each calendar month report of all children between 7 and 16 years of age who had been illegally absent or tardy at any time during the last preceding calendar month.

§ 310 **Attendance certificate.** The 130 days' attendance certificate provided for in section 630 of the Education Law can be properly signed and issued only by the superintendent of schools in each city and village employing such superintendent; or, if there be no such officer, or if he be absent or his office vacant, by the alternate nearest in succession who is present and able to act. In all school districts not employing a superintendent of schools, the school record certificate shall be signed and issued only by the principal or principal teacher of the school.

§ 311 **Certificate of indebtedness.** If at any time the local school authorities shall not have on hand funds available for the prompt payment needed for the expense attending the commitment and cost of maintenance of any truant or truants, such authorities may borrow the money required, upon interest, and issue therefor a truancy certificate or certificates of indebtedness, which shall specify the particular use or uses for which the money was obtained. Upon the disbursement of such money, original and duplicate vouchers shall be taken and the original delivered to the holders of the respective certificates which specify the particular purposes for which the said moneys were to be used. Such certificates shall be transferable by indorsement and shall clothe their lawful holders, in succession, with the right and power to collect payment thereon in due time from the respective city, village, district or county, ultimately chargeable, under the compulsory education law, with the payment of such expenses of commitment and cost of maintenance.



## CHAPTER VII

### REGENTS EXAMINATIONS

§ 331 **Admission.** *a Who shall be admitted.* No pupil in any school of The University of the State of New York shall be admitted to examination in any other school than the one he attends, except by consent of the University on written request of the principals of both schools. Exclusion from Regents examinations shall not be used as a means of discipline.

All pupils who have pursued the study of a subject for a time not less than that prescribed by the state syllabus, shall be admitted to the examination in that subject, unless it is otherwise ordered by direction of the principal of the school, and approved by the local superintendent of schools when there is such an officer. All pupils who have not pursued the subject for an adequate length of time must be excluded from the examination, but this requirement may be waived by the President of the University on application and certificate of the principal in the case of pupils of exceptional maturity or training.

Candidates who are not attending any University institution may be admitted to examinations in such an institution upon 20 days' notice and identification satisfactory to the principal.

*b Special examinations in August.* (This examination will be discontinued after August 1913.) To the examination held in August at places to be designated by the district superintendents of schools with the approval of the President of the University, the following will be admitted:

- 1 Those who expect to teach before the next succeeding examination.

- 2 Candidates for admission to training classes.

- 3 Such members of training classes as may have special permission from the University to enter the examination.

*c Examinations in registered commercial schools.* Candidates who have pursued approved courses in registered commercial schools maintaining a satisfactory standard and offering courses of study approved for the state commercial and shorthand certificates and for the special commercial teachers certificate, may be admitted to the January and June Regents examinations in commercial subjects in these schools.

§ 332 **Per cent of acceptance.** The minimum passing mark in all examinations shall be as follows:



- |          |   |             |
|----------|---|-------------|
| <i>a</i> | In all preliminary subjects.....  | 75 per cent |
|          | Except that beginning with the January 1914 examination the minimum passing mark in spelling shall be .....   | 80 per cent |
| <i>b</i> | In all academic papers for credit toward an academic diploma, written by pupils who have given the required time to the study in recognized academic schools .....  | 60 per cent |
| <i>c</i> | In advanced bookkeeping and office practice, commercial arithmetic, commercial law, commercial geography, commercial English and correspondence, business writing, shorthand 2 and typewriting, when applied toward an academic diploma in commercial subjects, state commercial and state shorthand certificates . . . . . | 75 per cent |
| <i>d</i> | In all academic papers written by pupils who have given the required time to the study, but <i>not</i> in recognized academic schools.....  | 75 per cent |
| <i>e</i> | Academic papers written by pupils in recognized high schools who have not given the required time to the study, may, at the discretion of the President of the University and when claimed by the principal of the school, be accepted at a standing of not less than .....   | 75 per cent |
| <i>f</i> | In all papers, wherever written, for which credit is claimed toward teachers certificates and toward qualifying certificates .....  | 75 per cent |

§ 333 **Authorization.** Examinations may be given in subjects authorized and at times and places designated by the Regents, or the President of the University; and upon an approved application will be given in any institution of the University in the grades and sphere of instruction for which it is registered.

*a Who shall conduct.* Each examination shall be conducted by the principal or superintendent of the school in which it is held and such assistants or deputies as either shall appoint, or otherwise as directed by the President of the University, and the person conducting the examination shall rigidly enforce the regulations in every particular.

To provide for emergencies, at least two persons of different sex should be in charge of each examination. The principals and district superintendents of schools should therefore in all cases appoint deputies to assist them. Such deputies will be required to





make certificates similar to those required of principals and district superintendents of schools.

*b Who shall be present.* Aside from candidates actually under examination, no person except the principal, district superintendent of schools, and duly appointed deputies, or officers of the school or of the University, may be present during any session of the examination.

*c Time requirements.* No candidate shall, under any circumstances, enter the examination more than 45 minutes late; and no candidate shall leave the room within 45 minutes after the distribution of question papers unless accompanied by an examiner, who must stay with him till the end of the 45 minutes and prevent communication with other candidates.

A clock should be in sight of the candidates. Lacking this, notice should be given before the close of the examination at 12.15 and 4.15.

Candidates taking more than one morning subject and desiring to take one or more afternoon subjects must hand in the last morning paper before 2 p. m. The first paper of the afternoon must be handed in by 4.15 p. m. This rule must not be construed as giving more time to any subject than is indicated on the question paper in that subject.

Candidates may take as many of the examinations scheduled for any session as they can write within the time allowed, provided that the principal or district superintendent of schools in charge of the examination is satisfied that the candidate's physical strength is not overtaxed thereby. In case a candidate desires to take more than one subject in a single session the time may be extended from three hours to five hours provided the rules be strictly observed, but under no circumstances will permission be given to extend the time to more than five hours.

*d Paper to be furnished.* Each school must supply candidates examined therein with blotter and letter size paper, that is  $7\frac{7}{8} \times 9\frac{7}{8}$  inches; for the examination in bookkeeping with properly ruled bookkeeping paper, and in drawing with three sheets of drawing paper. Blank paper should be distributed before the time set for the examination.

*e All helps to be removed.* Candidates must be so seated and supervised that the integrity of the examinations will be preserved. All helps of every kind must be removed from the reach or sight of the candidates. Desks, and shelves under desks, must be cleared of all books, papers etc. Charts or maps on the walls and all



blackboard work must be completely covered or removed. Candidates shall not communicate in any way. They must rely solely on their own judgment as to the meaning of each question.

*f Opening of envelopes and collection of answers.* The principal or district superintendent of schools must retain the question papers securely in his own possession, and under no circumstances allow any question paper envelop to be opened till the exact time arrives for examination in that particular subject.

Questions must be given out and answers collected punctually at the time fixed on program and question papers. Under no circumstances will answer papers be accepted unless the examination is actually held during the same hours as in the other places of the State.

*g No explanation of questions.* No one under any circumstances may explain questions or criticise or inspect the answer papers during the examination. The person in charge shall make no statement of any kind regarding the questions after they are opened, except in case of a typographic error, when he may direct, either orally or on the blackboard, any needed correction to be made, but shall include a full statement of any such correction in his report of the examination.

§ 334 **Reporting of examinations.** *a Certificates of those in charge of conducting examinations.* Each principal, district superintendent of schools or teacher assisting in conducting the examination or marking the answer papers, must certify that to the best of his knowledge and belief the letter and spirit of all rules have been faithfully observed, and that there has been no indirection of any kind. Every paper should bear the name of the person who marked it.

*b Examination of papers.* In all examinations held in academic schools, the principal or deputies must examine all papers, and no paper should under any circumstances be included in the certificate of claims unless in the principal's judgment it merits not less than the passing standing, has all incorrect and omitted answers distinctly marked in red ink or red pencil, has the required declaration subscribed, and conforms to the rules in all other respects. Answer papers once handed in must in no case pass from the custody of the examiners until they have been finally marked. All papers in arithmetic, elementary English, geography, elementary United States history with civics and spelling claimed at 75 per cent or above, except those written by candidates for teachers certificates, should be retained by the principal or district super-



intendent of schools for at least one year, subject to the call of the University. All other papers claimed at the minimum passing mark or above should be forwarded to the University together with the original and duplicate report which should contain in strictly alphabetic order the names of all pupils for whom papers are claimed.

§ 335 **Fraud in examinations.** *a Cases to be reported.* Examiners shall report to the University all cases of apparent fraud in connection with examinations by or under its authority, and notify the candidates affected that their papers will not be accepted unless satisfactory explanations shall be made within a reasonable time.

*b Penalty for fraud in examinations.* A candidate who with fraudulent intent endeavors to obtain any credential of the University shall be debarred from entering any Regents examination till admitted by special permission from the University after written application, and any credentials already issued to him shall be subject to cancelation. This rule includes the use of unfair means to pass an examination, alteration of any Regents pass card or other credential, an intentional misrepresentation in connection with Regents examinations or credentials. In this connection also the attention of examiners and candidates is called to section 67 of the Education Law, which makes fraud in examinations a misdemeanor.

*c Candidates not to withdraw from sight of examiner.* If a candidate withdraws himself from the sight of the examiners his examination must be closed. This rule permits a candidate to withdraw from the room and return only in case he is accompanied by an examiner who can make the required affidavit that the candidate was at no time out of his sight.

§ 336 **Instructions to candidates.** *a General directions.* Before the examination begins candidates should be advised:

1 To heed strictly all directions on the question papers, to read the questions very carefully and to give only information asked for.

2 To write in ink on both sides of the paper, to use only paper distributed by the examiners, and not to fold papers.

3 Not to copy questions, but to write the number of each question in the left margin before the answer; to write answers in the order of questions and to leave a blank line after the answer to each question.

4 To write at the top of each sheet or half sheet, on two separate lines, subject, date, place, name, as follows:

Arithmetic .....	Albany High School.....
June 15, 1913.....	James Burns.....



*b Statement of time of study.* Before beginning the answers to the questions each candidate should write at the top of the first page of his paper a statement of the number of weeks that he has regularly studied the subject in school and the number of recitations a week. Candidates should be notified of this requirement in advance of the examination in order that they may be prepared to give the information asked for. Papers lacking this information will not be accepted.

1 The following form should be used for papers in academic subjects:

I have regularly studied.....in the  
.....for.....weeks, and have had  
.....recitations a week.

2 The following form should be used for papers in preliminary subjects:

My age is.....years.  
I have completed the work of the.....grade in (subject)  
.....in the (name).....school.

In case a candidate has not been in attendance, that fact should be stated.

*c Declaration at end of paper.* At the close of the examination in each subject, each candidate must affix to his answer paper, in the line following the last answer, the following declaration, subscribe his name and then deliver his answer papers to the examiner.

"I now, at the close of the examination in (name subject), declare that prior to this examination I was familiar with the instructions to candidates, I had no knowledge of what questions were to be proposed, and have neither given nor received explanations or other aids in answering any of them."

Every set of answers lacking this declaration, however satisfactory in other respects, will be rejected.

Schools preferring may have printed copies of the prescribed declaration conspicuously posted in the examination room, requiring pupils to subscribe to it by writing merely the formula "I do so declare" followed by their signatures.

§ 337 **Preliminary and academic subjects.** *a Preliminary subjects.* In order to be eligible to take the Regents examinations in preliminary subjects, pupils must have completed the work of the sixth grade in geography, the work of the seventh grade in arithmetic, the work of the first part of the eighth grade in spelling and the work of the eighth grade in elementary English and elementary





United States history with civics. Standings in reading and writing may be determined by principals after the pupils have completed the work of the eighth grade.

*b Academic subjects.* Pupils in regular attendance at a recognized academic school of this State may not take a Regents examination in any subject unless they have met the minimum time requirement for the subject. All subjects to which three or more counts are assigned should regularly be studied at least a full year; no number of recitations a week for half a year may be accepted in lieu of the regular requirement.

### Group 1 Language and literature

#### *English*

First year English	History of English language and literature
Second year English	
Third year English	English three years
Fourth year English	English four years
English grammar	

#### *Ancient*

First year Latin	Second year Greek
Second year Latin	Third year Greek
Third year Latin	First year Hebrew
Fourth year Latin	Second year Hebrew
First year Greek	

#### *Modern foreign*

First year German	Advanced French
Elementary German	First year Spanish
Intermediate German	Elementary Spanish
Advanced German	Intermediate Spanish
First year French	First year Italian
Elementary French	Elementary Italian
Intermediate French	

### Group 2 Mathematics

Elementary algebra	Plane geometry
Intermediate algebra	Solid geometry
Advanced algebra	Trigonometry

### Group 3 Science

Physics	Physiology and hygiene
Chemistry	Advanced botany
Biology	Advanced zoology
Elementary botany	Physical geography
Elementary zoology	Applied chemistry



**Group 4 History and social science**

Ancient history	Modern history 2
History of Great Britain and Ire- land	American history with civics
Modern history 1	Civics
	Economics

**Group 5 Commercial subjects**

Elementary bookkeeping and busi- ness practice	Commercial English and correspond- ence
Advanced bookkeeping and office practice	Business writing
Commercial arithmetic	Shorthand 1
Commercial law	Shorthand 2
Commercial geography	Typewriting

**Group 6 Drawing**

Elementary design	Mechanical drawing 2
Elementary representation	Mechanical drawing 3
Advanced design	Mechanical drawing 4
Advanced representation	Architectural drawing
Mechanical drawing 1	

**Group 7 Music**

Chorus singing and rudiments of music	Musical form and analysis
Elementary harmony	Dictation and melody writing
Advanced harmony and counterpoint	History of music and acoustics

**Group 8 Other subjects**

History of education	Psychology
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**Group 9 Vocational courses**

Home economics 1 (sewing)	Agriculture 3 (cereals and forage)
Home economics 2 (dressmaking and millinery)	Agriculture 4 (potato growing)
Home economics 3 (foods and house- keeping)	Agriculture 5 (dairying)
Household physics	Agriculture 6 (animal husbandry)
Household chemistry	Agriculture 7 (poultry raising)
Joinery	Agriculture 8 (home projects)
Wood turning and pattermaking	Agriculture 9 (farm mechanics and mechanical drawing)
Agriculture 1 (apple growing)	Agricultural biology
Agriculture 2 (general fruit grow- ing)	Agricultural physics
	Agricultural chemistry

*Special*

Credit toward an academic diploma may be given on proper certification by the principal of a recognized high school for the completion of courses approved after inspection by the University,



in subjects other than those named in this section. A detailed outline of such courses must be submitted to the University when application for the inspection of the course is made.

§ 338 **Allotment of credit in academic subjects.** *a English.* English grammar and the history of English language and literature may not be substituted for the regular English requirements for a diploma but may be taken as electives. The requirement in English for academic credentials may be met only by passing English 2, 3 and 4 or by passing English three years and English fourth year or by passing English four years.

Examinations in the history of English language and literature, in which 6 counts may be allowed for success therein, shall be given separately from other examinations in English.

The principals of secondary schools shall give to pupils taking the state examinations in English oral tests therein as to the comprehension of passages read and the meaning of words, and shall report the results as shall be prescribed by the President of the University, who may, when, in his judgment, merited by proficiency in such a test, add suitably to the passing marks of a pupil who has otherwise earned not less than 60 such marks.

For excellence in English not more than 5 credits may be added by the principal (subject to revision by the University) to the standing of any paper in any subject, provided the paper reaches a standing of not less than 60 per cent without such addition.

*b Latin and Greek.* Twenty counts in Latin may be secured by passing Latin 2, 3, and 4 separately or by passing Latin three years and Latin 4. Five counts may be earned by passing first year Greek, and 15 counts by passing Greek 2 and 3 separately or by passing Greek three years.

Pupils who have completed the work outlined for Latin for both the seventh and eighth grades may enter classes in second year Latin in the high school and on completing the high school requirement in Latin 2 are eligible to enter the second year Latin examination.

*c Modern languages.* A pupil may receive 10 counts by passing the second year examination in a modern language. A pupil may omit the second year examination in any modern language and receive 15 counts by passing the third year examination. He may also omit the third year examination and receive 20 counts by passing the fourth year examination.

Claim for credit for oral work toward the written examination in any modern language should not be made unless the principal



has been notified that the oral instruction in modern languages in his school has been approved by the University.

*d Mathematics.* If the time requirement of the syllabus has been met, credit for intermediate algebra shall include credit for elementary algebra; credit for advanced algebra shall include credit for elementary algebra and intermediate algebra.

Advanced arithmetic or commercial arithmetic shall include credit for arithmetic.

*e Science.* Seven and one-half counts shall be granted for passing the three subjects: elementary botany, elementary zoology and physiology and hygiene, but only 5 counts for the combination of biology with any one or two of the above subjects. Five counts may be secured by passing advanced botany, and 5 counts for passing advanced zoology.

Physical geography shall include credit for geography.

*Credit for laboratory work discontinued.* Credit for laboratory work in the sciences toward the written examination shall not be granted after the June 1913 examination.

*f History.* Provision shall be made for both three-hour and five-hour courses in ancient history and in the history of Great Britain and Ireland and for two three-hour courses in modern history.

*g Commercial subjects.* Advanced bookkeeping and office practice shall include credit for elementary bookkeeping and business practice. Shorthand 2 shall include credit for shorthand 1.

All commercial subjects based on the 1910 syllabus passed with a standing of 60 per cent or above may be applied toward academic credentials, with the exception of the academic diploma in commercial subjects for which certain subjects must be passed at 75 per cent or above.

*h Vocational courses.* Written examinations shall not be given in any of the vocational courses, but in general one count may be allowed for two hours' work a week for a school year on the certificate of the principal after the course has been approved in each case by the University. Agricultural physics and agricultural chemistry may be allowed in the science group for any academic credential.

*i Acceptance upon school ratings.* The President of the University shall be authorized in his discretion to accept school ratings in any subject in which examinations are given, if he shall have satisfactory evidence, by examining a sufficient number of answer papers in each subject, that the maintenance by the school of such high standards in scholarship and high standards for rating answer





papers warrants such action; but no assurance shall be given to any school that papers in any subject will be accepted at school ratings.

*j Reservation.* The right is reserved to withdraw from the list of examinations offered, any subject in which fewer than ten schools gave instruction during the previous year, but notice of such withdrawal will be sent to every school on or before the opening of the academic year on August 1st.

§ 339 **Academic credentials.** Credit toward an academic credential shall not be granted on *certificate* of academic work completed in any course in which Regents examinations are regularly given; but ratings obtained in the examinations of the College Entrance Examinations Board may, in the discretion of the President of the University, be accepted in whole or in part as bases for such a credential, except for a college entrance diploma.

*a Preliminary certificate.* This certificate, which indicates the completion of the preacademic course and fitness for admission to high school, shall be issued to pupils who have passed Regents examinations in reading, writing, spelling, geography, arithmetic, elementary English and elementary United States history with civics.

*b Academic diploma.* This diploma, which indicates the completion of a four-year high school course, shall be issued to pupils in recognized high schools who earn 72 academic counts, as follows: English, 13 counts; history, 8 counts; science, 10 counts; mathematics, 10 counts; electives, 31 counts.

*c Academic diploma in classical subjects.* This diploma, which indicates the completion of a four-year high school course, shall be issued to pupils in recognized high schools who earn 72 academic counts, as follows: English, 13 counts; Latin, 20 counts; a second foreign language (three years), 15 counts; history, 5 counts; science, 5 counts; mathematics, 10 counts; electives, 4 counts.

This diploma will also be given to pupils who, being otherwise qualified for college entrance diplomas in arts, have earned in Regents examinations the 70 counts prescribed therefor, with passing marks of 60 per cent or more, but not averaging 75 per cent.

*d Academic diploma in commercial subjects.* This diploma, which indicates the completion of a four-year high school course, shall be issued to pupils who earn 72 academic counts in recognized high schools who meet the regular requirements for the academic diploma, as follows: English, 13 counts; science, 5 counts; mathematics, 10 counts; history, 8 counts; and who pass the following commercial subjects with a mark of 75 per cent or above: advanced bookkeeping and office practice, commercial arithmetic, commer-



cial law, commercial geography, commercial English and correspondence, and business writing.

In computing the counts for the academic diploma in commercial subjects, commercial English and correspondence may be counted as English; commercial arithmetic and advanced bookkeeping and office practice may be counted as mathematics; history of commerce may be counted as history.

*e Credentials in vocational subjects.* The credentials for completion of courses and proficiency in vocational studies will be issued in these forms:

1 *Junior vocational school certificates.* A junior vocational school certificate shall be issued to graduates of intermediate vocational schools upon the successful completion of six years of elementary school training plus two years of intermediate vocational school training.

2 *Senior vocational school certificates.* A senior vocational school certificate shall be issued to those pupils who complete a four-year vocational school course based upon a six-year elementary school course.

Both the junior and senior certificates will be awarded upon the satisfactory completion of the prescribed courses, and without formal examinations.

3 *Academic diploma in vocational subjects.* This diploma, which indicates the completion of a four-year high school course, shall be issued to pupils in recognized high schools who earn 72 academic counts, who meet the regular requirements for the diploma, as follows: English, 13 counts; science, 10 counts; mathematics, 10 counts; history, 8 counts; and obtain at least 25 counts for the successful completion of approved courses in vocational subjects.

In computing the counts for the academic diploma in vocational subjects, agricultural biology, agricultural physics, agricultural chemistry, household physics and household chemistry may be applied toward the science requirement.

*f College entrance diplomas and certificates.* College entrance diplomas, which are issued in arts, in science or in engineering, and whose requirements are substantially the same as the entrance requirements of the colleges of the State, are designed to guide preparation for and to facilitate admission to college and to constitute, in part, the basis for awarding the University scholarships, and will be given only to pupils of the registered secondary schools in this State who make written application for such diplomas by the fifteenth of the month of July next succeeding the completion, within six years from their enrolment which may be at the begin-



ning of any half year, of at least four full school years of time, or of a longer period if the pupils choose, of approved study in such schools, who have earned in Regents examinations, with passing marks averaging at least 75 per cent, the respectively prescribed counts. But such pupils who have earned the required counts for college entrance diplomas, of either class, with minimum passing marks of 85 per cent, and have otherwise qualified therefor, may, upon their principal's certification of exceptional training and ability, receive such diplomas after three and one-half years of such study.

**Counts required for a college entrance diploma in arts**

Required subjects .....	60 counts	
English .....	13	counts
Algebra .....	7	"
Plane geometry .....	5	"
History .....	5	"
Either { Four years of Latin.....	20	counts
{ and		
{ Two years of French <i>or</i> Spanish <i>or</i>		
{ German <i>or</i> Greek.....	10	"
Or { Three years of Latin.....	15	"
{ and		
{ Three years of French <i>or</i> Spanish <i>or</i>		
{ German <i>or</i> Greek.....	15	"
Elective subjects as follows.....	10	counts
An additional year of French <i>or</i> Spanish <i>or</i> German		
<i>or</i> Greek <i>or</i> Latin .....	5	"
Advanced botany.....	5	"
Advanced zoology.....	5	"
Biology .....	5	"
Chemistry .....	5	"
Physics .....	5	"
Physical geography .....	5	"
Two of the following:.....	5	"
Advanced algebra		
Solid geometry		
Plane trigonometry		
Total .....	70	counts

**Counts required for a college entrance diploma in science**

Required subjects .....	60 counts
English .....	13 counts
Algebra .....	7
Plane geometry .....	5
History .....	5
Three years of Latin <i>or</i> German <i>or</i> French <i>or</i> Spanish <i>or</i> Italian.....	15



Two years of a *second* foreign language:

Latin *or* German *or* French *or* Greek *or* Spanish *or* Italian....10 counts

One of the following:..... 5 "

Advanced botany

Advanced zoology

Biology

Chemistry

Physics

Physical geography

Elective subjects as follows:.....10 counts

An additional year of French *or* German *or* Greek *or*

Latin *or* Spanish *or* Italian..... 5 "

Advanced botany ..... 5 "

Advanced zoology ..... 5 "

Biology ..... 5 "

Chemistry ..... 5 "

Physics ..... 5 "

Physical geography ..... 5 "

Advanced algebra ..... 3 "

Solid geometry ..... 2 "

Trigonometry ..... 3 "

History ..... 5 "

Drawing—a maximum of..... 5 "

Shopwork—a maximum of..... 5 "

Advanced bookkeeping—a maximum of..... 5 "

Shorthand 2—a maximum of..... 5 "

10 counts

Total .....70 counts

### Counts required for a college entrance diploma in engineering

Required subjects .....60 counts

English .....13 counts

Algebra ..... 7 "

Plane geometry ..... 5 "

History ..... 5 "

Three years of Latin *or* German *or* French *or* Spanish *or*

Italian .....15 "

Physics ..... 5 "

One of the following:..... 5 "

Advanced botany

Advanced zoology

Biology

Chemistry

Physical geography

Two of the following:..... 5 counts

Advanced algebra

Solid geometry

Plane trigonometry





Elective subjects as follows:.....	10 counts
An additional year of French <i>or</i> German <i>or</i> Latin <i>or</i>	
Spanish <i>or</i> Italian .....	5 “
Advanced botany .....	5 “
Advanced zoology .....	5 “
Biology .....	5 “
Chemistry .....	5 “
Physical geography .....	5 “
Advanced algebra .....	3 “
Solid geometry .....	2 “
Trigonometry .....	3 “
History .....	5 “
Drawing—a maximum of.....	5 “
Shopwork—a maximum of.....	5 “
Advanced bookkeeping—a maximum of.....	5 “
Shorthand 2—a maximum of.....	5 “
Total .....	70 counts

Counts earned in Regents examinations, before July 15, 1916, with the passing marks required at the beginning of the said year, or at the earlier taking of such examinations, shall be acceptable toward qualifying for college entrance diplomas; and pupils, otherwise qualified, who shall apply for, or have received, such diplomas by or before the said date, may be deemed to have sufficiently completed the required course of study therefor, if at least three full school years of time were given thereto in registered secondary schools of this State.

Persons who, because of not completing the required four-year course of study in registered secondary schools in this State, or for any other reason, are not eligible for a college entrance diploma, but who have earned the counts prescribed therefor, in Regents examinations, may have the measure of their success therein attested by certificates, to be known as college entrance certificates.

*g Music diploma.* This diploma, which indicates the completion of a four-year high school course, shall be issued to pupils who earn 72 academic counts, as follows: musical instruction (4 years), 20 counts; music practice (credit, if course is approved, allowed on certificate of principal. Two hours' practice a week for a school year entitles to 1 count), 18 counts; English (4 years), 13 counts; a foreign language (2 years), 10 counts; history (two three-hour courses), 6 counts; electives, 5 counts.

Counts for music practice shall be given only to pupils of accredited academic schools after the course has in each case been approved by the University. A course in music practice will not be approved unless it extends over at least three years of the course



and not more than 6 counts will be allowed for music practice during any one year. No credit will be allowed for music practice for any particular pupil until the examination in chorus singing and rudiments of music has been passed. A pupil who obtains the specified counts for an academic diploma may offer music for the 31 elective counts or any part thereof.

*h Advanced diploma.* This diploma, which provides for all academic courses longer than the regular course of four years, shall be issued only to those who have earned a diploma and 18, 36, or 54 etc. counts in addition. On its face are specified the total counts, its name being determined by the highest multiple of 18.

*i Academic diploma in technical subjects.* This diploma, which indicates the completion of a four years course in a technical high school, shall be issued to the pupils of such schools who earn in Regents examinations 10 counts in English, 5 counts in American History, 5 counts in Science (Physics or Chemistry or Physical Geography), and 5 counts in Mathematics (Algebra or Geometry) and who furnish evidence of the completion of an approved four year course in a registered technical high school.

All the above mentioned diplomas shall be issued in three grades, as follows:

1 A diploma based upon a minimum passing mark of 60 per cent in each subject except that in the case of the academic diploma in commercial subjects a standing of 75 per cent must be obtained in certain subjects.

2 A diploma *with credit* shall be issued if 40 of the required 72 counts are secured with a standing of 75 per cent or more.

3 A diploma *with honor* shall be issued if 40 of the required 72 counts are secured with a standing of 90 per cent or more.

#### § 340 Commercial credentials.

1 *State commercial certificate.* This credential shall be granted to those who pass the University examinations (at not less than 75 per cent) in the following subjects based on the 1910 syllabus: advanced bookkeeping and office practice, commercial arithmetic, commercial law, commercial English and correspondence, and business writing, provided the time requirement in each subject has been substantially met in either a high school or registered commercial school.

2 *State shorthand certificate.* This credential shall be granted to those who pass the University examinations (at not less than 75 per cent) in the following subjects based on the 1910 syllabus: shorthand 2, typewriting, business writing and commercial English and correspondence, provided the time requirement in each subject has been substantially met in either a high school or registered commercial school.



## CHAPTER VIII

### QUALIFYING CERTIFICATES

§ 361 **Definition.** A qualifying certificate is a certificate giving evidence that the holder has such academic education as is required by law for admission to the study of the various professions and for admission to certain professional and technical schools and to the examination for certified public accountant and certified short-hand reporter.

§ 362 **Admission to examinations.** *a Who shall be admitted.* The academic examinations conducted in January, June and September of each year in Albany, Buffalo, New York City and Syracuse, shall be open only to candidates for qualifying certificates in medicine, dentistry, law, pharmacy, optometry, veterinary science, accountancy, nurse training, chiropody and reporting. No candidate who is under 16 years of age, or who is enrolled in a school entitled to give Regents examinations may be admitted. The President of the University shall be authorized to outline a course of study based on the Syllabus for Secondary Schools, for the use of evening high schools and private preparatory schools which shall fix the length of the approved course in such schools, in the subjects required for qualifying certificates. He shall be authorized to exclude from academic examinations for qualifying certificates held at Albany, Buffalo, New York and Syracuse all applicants under 21 years of age, not presenting other acceptable evidence of thorough and systematic preliminary training, who do not have certificates of the successful completion of the study of the subjects in which they desire to take examinations, from an approved evening high school or approved private preparatory school. He shall be further authorized to determine, upon application, the evening high schools and private preparatory schools which merit the recognition of the University for the preparation of prospective professional students for these examinations, and pupils in evening high schools who give adequate time to the study of a subject shall be allowed to pass Regents examinations therein on the same terms as day high school pupils.

The recognition granted to a school under this rule shall, in each case, be for one year, beginning August 1, subject, however, to renewal on application, if satisfactory conditions are maintained.



No school shall make reference to the privilege granted under this rule in any of its advertising matter or publications, except in the following form: "Students who have completed courses in this school are entitled to admission to the Regents special academic examinations for qualifying certificates."

This rule is subject to the following exceptions:

1 That in the discretion of the President of the University the age at which candidates may be exempted from the operations of the resolution shall be 19 years instead of 21 years, up to January 1, 1915.

2 That a pupil in a school approved for this purpose who has not given the required time to the study may be admitted to the examination for qualifying certificates upon the principal's certificate of superior training and ability, which certificate must also be attached to each paper claimed by such candidate, and any paper so claimed that reaches a standing of 80 per cent may be accepted.

*b Cards of admission.* No cards of admission shall be issued at the places of examination. Admission may be secured only by application in writing to the Chief of the Examinations Division, and applications must be received at the division at least ten days in advance of the opening day of the examination. The fee for admission shall be 25 cents for each half day session or \$1 for all the sessions of the week.

§ 363 **Conducting of examinations.** So far as applicable, the Regents rules governing the conduct of examinations in the schools shall govern the conduct of the examinations for qualifying certificates. The President of the University shall be authorized to make and enforce any additional rules that he may deem necessary for the proper conducting of these examinations.

§ 364 **Requirements for qualifying certificates.** Qualifying certificates may be issued only for the purposes specified in section 361.

*a* A dental student certificate, a law student certificate, a veterinary student certificate or a qualifying certificate for admission to the C. P. A. or C. S. R. examination may be secured in any one of the following ways:

1 On evidence of the completion of the freshman year in a registered course of any college.

2 On evidence of the satisfactory completion of a four-year course in an approved high school or the equivalent.

3 By meeting the requirements for an academic diploma.





4 By passing Regents examinations aggregating 60 counts at a minimum of 75 per cent in the following subjects: English three years, 10 counts; elementary algebra, 5 counts; plane geometry, 5 counts; physics and chemistry, 10 counts, or physics and biology, 10 counts, or chemistry and biology, 10 counts; any second year foreign language, 10 counts; American history with civics, 5 counts; electives, 15 counts. The electives shall be: English fourth year, 3 counts; a second year of a foreign language, namely, Latin second year, or Greek second year, or Spanish second year, or Italian second year or Hebrew second year, 10 counts; advanced algebra, 5 counts; advanced arithmetic, 2 counts; physical geography, 5 counts; ancient history, 5 counts; history of Great Britain and Ireland, 5 counts; modern history 1, 3 counts; modern history 2, 3 counts; economics, 2 counts; elementary bookkeeping and business practice, 3 counts; advanced bookkeeping and office practice, 5 counts; shorthand 1, 5 counts; shorthand 2, 5 counts; elementary representation, 2 counts; advanced design, 2 counts; advanced representation, 2 counts.

5 By evidence of one or more years of high school work (each year of such work being equivalent to 15 counts) supplemented by Regents examinations at 75 per cent in each subject sufficient to make a total of 60 counts. Candidates for qualifying certificates by this method are to be advised upon presenting evidence of high school work in what subjects it shall be necessary for them to take examinations to complete the requirements.

*b* A medical student certificate may be secured in any one of the five ways specified in section 364*a* with the exception that evidence must be submitted showing the satisfactory completion of a one-year course in an approved school in each of the following sciences: physics, chemistry, biology, or in lieu thereof the passing at 75 per cent or above in Regents examinations each of these sciences.

*c* An optometry student certificate may be secured in one of the following ways:

1 On evidence of the satisfactory completion of two years of approved high school work.

2 By passing at 75 per cent or above in each subject Regents examinations aggregating 30 counts.

*d* A pharmacy student certificate or a nurse student certificate may be secured in one of the following ways:

1 On evidence of the satisfactory completion of one year of approved high school work.

2 By passing at 75 per cent or above in each subject Regents examinations aggregating 15 counts.



§ 365 **English essential for qualifying certificates.** All applicants for qualifying certificates upon equivalents from foreign countries other than those in which English is the language of the people must pass a Regents examination in English.

§ 366 **The degrees of professional schools recognized toward qualifying certificates.** In estimating equivalents for entrance to other professional schools, degrees shall be accepted from (1) theological schools registered as maintaining a three-year curriculum for 30 counts; (2) law schools registered as maintaining a three-year curriculum for 30 counts, a two-year curriculum for 15 counts; (3) medical schools registered as maintaining a four-year curriculum for 45 counts, accredited as maintaining a four-year curriculum for 30 counts, a three-year curriculum for 15 counts; (4) dental schools registered as maintaining a three-year curriculum for 30 counts; (5) veterinary schools registered as maintaining a three-year curriculum for 30 counts; (6) pharmacy schools registered as maintaining a three-year curriculum for 30 counts, a two-year curriculum for 15 counts. A certificate of fact shall be required in each instance and the certificates of professional schools shall be recognized for students completing the work subsequent to the date of registration or accrediting only.

§ 367 **Fee for qualifying certificate.** A fee of 25 cents is required for each qualifying certificate named in section 364.

§ 368 **Evidence for dating back qualifying certificates.** A candidate who is unable to offer a certificate from a registered institution of having done required academic work, on presenting to the Regents satisfactory evidence of the fact that, and the time when, such work was done, may, after demonstrating sufficient educational proficiency by passing Regents examinations, have a qualifying certificate showing that the required preliminary academic education was acquired at the time established by the said evidence.

§ 369 **Approved secondary course.** Four years of secondary work based on eight years of elementary or the equivalent shall be required for the registration of secondary schools whose certificates are to be accepted in lieu of examinations. In order to be approved, a secondary course must include at least 38 weeks a year, 18 periods a week, 45 minutes a period, with satisfactory standing. Institutions may be registered in full or in part as they offer one or more years' work equivalent to that presented in the outline under section 370. The maximum allowance in lieu of examinations that may be accorded to a certificate for the successful completion of a full year's work in a registered secondary school is 15 counts.



§ 370 **Outlined course of study for admission to professional schools.** The subjects in italics are deemed essential to a sound education and should be prescribed for all pupils.

The subject preceded by the letter *a* should be required of all pupils preparing to enter any professional school.

The subject preceded by the letter *b* should be required of all pupils preparing to enter law schools.

The subject preceded by the letter *c* should be required of all pupils preparing to enter medical schools.

The subject preceded by the letter *d* should be required of all pupils preparing to enter dental schools.

FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
Subject	Periods	Subject	Periods	Subject	Periods	Subject	Periods
<i>a English</i> .....	152	<i>a English</i> .....	114	<i>a English</i> .....	114	<i>a English</i> .....	114
<i>a Algebra</i> .....	190	<i>a Geometry, plane</i> ..	190	<i>a Physics</i> .....	190	<i>bc American hist. &amp;c</i>	
<i>Biology</i> .....	190	<i>a Latin</i> .....	190	<i>Latin</i> .....	190	<i>civics</i> .....	190
<i>a Latin</i> .....	190	Physical geog. or 2d foreign language..	190	2d foreign language..	190	<i>cd Chemistry</i> .....	190
<i>a Drawing</i> .....	76	<i>Ancient history</i> ....	114	<i>b Hist. of Great Brit- ain and Ireland</i> ... 114		<i>Latin</i> .....	190
				<i>b Economics</i> .....	76	2d foreign language..	190
		<i>a Drawing</i> .....	76	<i>a Drawing</i> .....	38	<i>a Drawing</i> .....	38
<i>d Manual training</i> ...	38	<i>d Manual training</i> ..	38	<i>d Manual training</i> ..	38	<i>d Manual training</i> ..	38
Vocal mus'c.....	38	Vocal music.....	38	Vocal music.....	38	Vocal music.....	38

§ 371 **Partial examinations.** An applicant 19 years of age certified as having studied medicine not less than two years including two satisfactory courses of at least seven months each, in two different calendar years in a medical school registered as maintaining at the time a satisfactory standard, may be admitted conditionally to the examination in (1) anatomy, (2) physiology, (3) chemistry.



## CHAPTER IX

### REGISTRATION OF COLLEGES AND PROFESSIONAL SCHOOLS; PROFESSIONAL EXAMINATIONS

§ 400 **Definitions.** *a Colleges.* An institution that though taking the name, in reality does work of a lower grade, may not be recognized as a college or university. Colleges of theology, law, education, medicine, dentistry, pharmacy, veterinary medicine, business and all similar professional and technical schools shall not be registered as colleges.

*b Accrediting.* Institutions unable to meet the standards required by the Regents for registration in full shall be accredited by the University for one or more years as they meet the requirements for admission and for graduation set by the Regents standards.

*c Hours.* An hour is the measure of the work prepared for a weekly recitation, lecture or quiz in a higher institution. Two hours of practice or demonstration in a laboratory are considered equivalent to a recitation hour. A minimum year is 15 recitation hours for 40 weeks (600 hours) or the equivalent. One hundred fifty hours are the equivalent of 5 counts.

#### COLLEGES AND UNIVERSITIES

§ 401 **Approved college.** A college or university to be registered by the Board of Regents as an "approved" institution must conform to the definition of a college, contained in section 24.

§ 402 **Baccalaureate and medical courses.** An approved college or university to be registered as maintaining a satisfactory standing for one full year of medicine must afford instruction in the subjects of the first year of medicine, namely: anatomy, physiology, chemistry, physics, histology, embryology and bacteriology.

§ 403 **College allowance for the study of law.** A college or university may be registered as meeting the order of the Court of Appeals for the admission of attorneys and counselors at law when it gives a course of college instruction that requires as a condition of graduation at least six full years in liberal arts and sciences in addition to a completed eight-year elementary course.

§ 404 **General credentials.** Credentials from colleges, universities, professional, technical and other schools maintaining lower requirements than those enumerated in section 401, and not coming





under the meaning of section 402 and section 403, may be rated in proportion to the work actually done, as compared with the definition of a college in section 24.

#### PROFESSIONAL SCHOOLS

§ 405 **Recognition accorded accredited professional schools.** Professional schools registered by the Regents shall give the work of accredited institutions no higher recognition than that accorded such institutions in the University's accredited list, namely: (1) the successful completion of a four-year course in a professional school accredited by the University for three years shall be accorded three years' recognition only; (2) the successful completion of a three-year course in a professional school accredited by the University for two years shall be accorded two years' recognition only; (3) the successful completion of a two-year course in a professional school accredited by the University for one year shall be accorded one year's recognition only.

A registered school may refuse to accord an accredited institution the recognition given it by the University but it may not give it any higher recognition.

#### *Schools of Theology*

§ 406 **Requirements.** A school of theology may be registered on formal application, if it appears that it maintains standards of equipment and instruction, and possesses resources at least equivalent to those prescribed by the laws of the State of New York.

#### *Schools of Law*

§ 407 **Requirements.** On formal application a school of law may be registered as maintaining the law school standards required by the rules of the Court of Appeals and the Regents of The University of the State of New York in relation to the admission of attorneys and counselors at law.

(1) It must be an incorporated law school or a law school connected with an incorporated college or university having a law department organized with competent instructors and professors, in which instruction, as hereinafter provided, is regularly given; (2) it must have suitable equipment and resources; (3) competent instructors; (4) classroom and library facilities; (5) it must require that before beginning the course for the degree all matriculates afford evidence of a general preliminary education equivalent to at least a four-year high school course after eight years of elementary preparation; (6) it must require good and regular attendance and



the successful completion of a prescribed course of three years of instruction; (7) it must maintain a school year consisting of not less than 32 school weeks, exclusive of vacations in which not less than 10 hours of attendance upon law lectures or recitations of such prescribed course be given or conducted by regular members of the faculty in each week; (8) it must require residence during at least the last year of the course before it confers the degree of LL.B.; (9) it must require that the graduate be of good moral character and at least 21 years of age.

Law schools that can not be registered as affording three full years of instruction as above provided may be accredited by the University for one or two years.

### *Schools of Education*

§ 408 **Requirements.** A college or university may be registered as maintaining an approved course in education or extension courses leading to degrees in pedagogy. "School of education" means any teachers college, school of pedagogy or department of education in a university, whatever the corporate title.

*a Extension courses.* To meet the requirements of the charter of New York City, extension centers must (1) possess satisfactory facilities in building and equipment; (2) employ registered instructors; (3) offer approved courses meeting the minimum requirements of the department of education of the city of New York; (4) require resident study evidenced by actual attendance on classroom recitations; (5) be inspected annually; (6) complete courses with formal examinations.

*b Pedagogic degrees.* (1) A baccalaureate degree must require a secondary school preparation or equivalent for entrance and four years of study for graduation, the last or senior year to be resident study in the institution granting the degree; (2) the masters and doctorate degrees must require baccalaureate and masters respectively and be granted on resident work; (3) the approved courses must be of higher grade and, for admission to advanced standing, not more than one-fourth of them may be professional courses.

*c Teachers training course.* Schools of education may also be registered as meeting the requirements to be accepted by colleges and universities as a prerequisite to the approval of the teachers training course.

### *Schools of Medicine*

§ 409 **Requirements.** A school of medicine may be registered as maintaining a proper medical standard and as legally incorpo-



rated. It must have apparatus and equipment and resources of \$50,000. It must have at least six full-time, salaried instructors, giving their entire time to medical work, a graded course of four full years of college work in medicine, and must require for admission not less than the usual four years of academic or high school preparation or its equivalent in addition to the preacademic or grammar school studies.

*a* It must require candidates for graduation (1) to be at least 21 years of age; (2) to be of good moral character; (3) to have studied medicine not less than four school years, including four satisfactory courses of at least seven months each, in four different calendar years, unless admitted to advanced standing on graduation from a registered college course which was the full equivalent of the first medical year.

*b* The medical school must require (1) that before beginning the course for the degree all matriculates afford evidence of a general preliminary education equivalent to at least a four-year high school course after eight years of elementary preparation, (2) that no allowance whatever be made in the period of study for work not done in an accredited medical school. Graduates in liberal arts and sciences (except as below), in dentistry, in veterinary medicine, in pharmacy and from other professional and technical schools, under no circumstances may receive M. D. degrees in less time.

*c* The one full year of medicine that must be given in the baccalaureate courses of colleges or universities applying for registration of their combined courses includes 750 hours (450 recitation, 300 laboratory), outlined in the University syllabus:

SUBJECTS	RECITATIONS	LABORATORY	ACTUAL	CREDIT
Anatomy .....	40 hours	60 hours	100 hours	70 hours
Bacteriology .....	30	20	50	40
Chemistry .....	120	160	280	200
General .....	90	120	210	150
Physiologic .....	30	40	70	50
Embryology .....	20	40	60	40
Histology .....	60	80	140	100
Materia medica .....	30	40	70	50
Physics .....	90	120	210	150
Physiology .....	90	120	210	150
Total .....	450	600	1050	750

The general chemistry or physics may be completed in a secondary school registered on inspection for this specific purpose. Materia medica may be substituted for physiologic chemistry.



*d Minimum course.* The following is the minimum medical course which will be approved:

	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR	TOTAL HOURS
Gross anatomy .....	330	150	.....	.....	480
Histology .....	120	.....	.....	.....	120
Embryology .....	60	.....	.....	.....	60
Laboratory hours of the above shall be as follows:					
Gross anatomy .....	240	90	.....	.....	.....
Histology .....	90	.....	.....	.....	.....
Embryology .....	45	.....	.....	.....	.....
Physiology .....	90	120	.....	.....	210
Organic chemistry .....	90	.....	.....	.....	90
Physiologic chemistry .....	90	60	.....	.....	150
Laboratory hours of the above shall be as follows:					
Physiology .....	60	90	.....	.....	.....
Organic chemistry .....	60	.....	.....	.....	.....
Physiologic chemistry .....	60	45	.....	.....	.....
Bacteriology .....	70	45	.....	15	130
Pathology .....	.....	210	60	.....	270
Laboratory hours of the above shall be as follows:					
Bacteriology .....	60	30	.....	.....	.....
Pathology .....	.....	180	45	.....	.....
Surgery .....	.....	90	180	240	510
Pharmacology and therapeutics .....	.....	90	120	.....	210
Dietetics .....	.....	.....	.....	15	15
Internal medicine .....	.....	55	270	360	685
Physical diagnosis .....	.....	30	.....	.....	30
Obstetrics .....	.....	.....	90	40	130
Gynecology .....	.....	.....	30	30	60
(Plus six obstetric cases in either the third, fourth or hospital year)					
Hygiene .....	.....	.....	60	.....	60
Specialties:					
Eye .....	.....	.....	} 40	120	160
Ear .....	.....	.....			
Nose .....	.....	.....			
Throat .....	.....	.....			
Dermatology .....	.....	.....			
History of medicine .....	.....	.....	.....	.....	.....
The ethics of the medical practitioner .....	.....	.....	.....	.....	.....
Medical jurisprudence .....	.....	.....	.....	.....	.....
Medical economics .....	.....	.....	.....	30	30
General totals .....	850	850	850	850	3 400





*Schools of Dentistry*

§ 410 **Requirements.** A school of dentistry may be registered as maintaining a proper educational standard and legally incorporated.

*a* It must require candidates for graduation (1) to be at least 21 years of age; (2) to be of good moral character; (3) to have studied dentistry at least three years in a registered dental school; or, having graduated from a registered medical school, to have pursued thereafter a course of special study of dentistry for at least two years in a registered dental school.

*b* It must require (1) that before beginning the course for the degree all matriculates afford evidence of a general preliminary education equivalent to at least a four-year high school course after eight years of elementary preparation and (2) that any condition for deficiency (which must not exceed one year of high school work) be made up within one year. It may make no allowance whatever in the period of study for work not done in an accredited dental school, and graduates in liberal arts and sciences, in medicine (except as above), in veterinary medicine, in pharmacy, and from other professional and technical schools, under no circumstances may receive D. D. S. degrees in less than the required time.

*c* It shall not admit to any of its courses any irregular or special students except those who may come already holding the D. D. S. degree and who are seeking to do graduate work.

*Schools of Pharmacy*

§ 411 **Requirements.** A school of pharmacy may be registered as maintaining a proper educational standard and legally incorporated, if it meets the following conditions:

1 The value of apparatus and equipment shall be at least \$5000.  
2 Not less than three professors shall be employed regularly in giving instruction.

3 Practical work shall be required in not less than three laboratory courses including chemistry, pharmacy and materia medica.

4 Seventeen years shall be the minimum age for admission to the pharmacy school.

5 Not less than 15 Regents counts (4 Foundation units) or the educational equivalent shall be the scholastic requirement for matriculation.

6 Satisfactory evidence of good moral character shall be required for graduation.

7 A two-year course of professional instruction shall be afforded.



8 The minimum course of instruction for any one year shall be 25 weeks.

9 At least two months must intervene between the close of the first year and the opening of the second year of the course.

10 A minimum of recitation and laboratory hours shall be required of pharmacy schools as follows, and the ratio of the hours in recitation to the hours in the laboratory must not be less than 5 to 6.

SESSION	RECITATION	LABORATORY	TOTAL
1906-7.....	320	430	750
1907-8.....	385	515	900
1908-9.....	430	570	1000
1909-10.....	500	600	1100
1910-11.....	500	600	1100
1911-12.....	500	600	1100
1912-13.....	500	600	1100
1913-14.....	600	600	1200

11 Only such schools shall be registered as maintain day sessions (the minimum requirements to be met prior to 6 p. m.).

12 The details for registration shall be complete before recommendation shall be made to the Regents for action.

13 Foreign schools accorded recognition shall meet the same requirements as the schools of the United States.

14 Pharmacy schools shall be accredited as they meet one or more years of professional requirements for such recognition.

15 No time allowance shall be accorded diplomas of doctors of medicine, dental surgery or veterinary medicine in lieu of professional requirements for admission to the pharmacy licensing examination.

16 Schools without the State may be required to furnish lists of matriculates the same as New York schools.

17 The scholastic requirements for registration shall include at least those required by the American Conference of Pharmaceutical Faculties.

18 Schools shall be recommended for registration only on personal inspection by a representative of the University.

19 The degree of graduate in pharmacy (Ph.G.) shall be the only degree recognized for the satisfactory completion of the two-year course.

20 The degree of pharmaceutical chemist (Ph.C.) shall be conferred only after the satisfactory completion of three years' work of at least 600 hours each. January 1, 1913, the entrance require-



ments shall be the satisfactory completion of four years of high school work or its equivalent and the degree of Ph.G.

21 January 1, 1913, the degree of bachelor of science in pharmacy (B.S. in Phar.) shall be conferred only on the satisfactory completion of a four-year course of not less than 600 hours each. The entrance requirements to this course shall be four years of high school work equivalent to 14½ units and the degree of Ph.G.

22 The degree of master of pharmacy (Phar.M.) shall be conferred only upon students entering after January 1, 1913 on requirements lower than the successful completion of four years of high school work. Applicants for this degree shall have completed the course leading to the degree of Ph.G. and one year's additional work in pharmacy of not less than 600 hours.

23 The degree of doctor of pharmacy (Phar.D.) shall be conferred only on the satisfactory completion of two years of work after that required for the degree of B.S. in Pharmacy.

24 After January 1, 1913, a student failing in a majority of his junior subjects shall not be admitted to the senior class until he has repeated his junior course in resident study. A student failing in more than one junior subject shall before becoming eligible for admission to another school, qualify for the senior class at the school in which he failed. A student to be eligible for admission to final examinations shall attend at least 90 per cent of all exercises from the date of entrance.

### *Schools of Veterinary Medicine*

§ 412 **Requirements.** A school of veterinary medicine may be registered as maintaining a proper veterinary medical standard, and as legally incorporated.

*a* It must require candidates for graduation (1) to be at least 21 years of age; (2) to be of good moral character; (3) to have studied veterinary medicine at least three full years including three satisfactory courses in three different academic years in registered veterinary medical schools. It must require that before beginning the course for the degree, all matriculates afford evidence of a general preliminary education equivalent to at least a four-year high school course after eight years of elementary preparation and any condition for deficiency (which must not exceed one year of high school work) will be made up within one year. It may make no allowance whatever in the period of study for work not done in an accredited veterinary medical school. Graduates in liberal arts and sciences (except as below), in medicine, in dentistry, in pharmacy,



and from other professional and technical schools, under no circumstances may receive degrees in veterinary medicine in less time.

*b* An approved college or university may be registered as maintaining a satisfactory standing for one full year of veterinary medicine if the course of instruction in veterinary medicine is the equivalent of at least 600 hours (360 recitation, 240 laboratory).

*c* For the purposes of registration, instruction in the subjects of the following first year of veterinary medicine or its substantial equivalent must be given in the baccalaureate courses of the college or university applying for registration, namely:

SUBJECTS	RECITATIONS	LABORATORY	ACTUAL	CREDIT
Anatomy (comparative) ..	40 hours	60 hours	100 hours	70 hours
Bacteriology .....	30	20	50	40
Chemistry .....	120	160	280	200
General .....	90	120	210	150
Physiologic .....	30	40	70	50
Embryology .....	20	40	60	40
Histology .....	60	80	140	100
Materia medica .....	30	40	70	50
Physics .....	90	120	210	150
Physiology (comparative) ..	90	120	210	150
Total .....	360	480	840	600

Materia medica may be substituted for physiologic chemistry and physics may be substituted for general chemistry.

### *Schools of Optometry*

§ 413 **Requirements.** A school of optometry may be registered as maintaining a satisfactory standard and may be legally incorporated. Incorporation by the Regents will be made on formal application and inspection by the University which show that the school possesses the minimum requirements.

§ 414 **Preliminary education.** All schools registered shall require of candidates applying for admission a certificate of the completion of two years in a recognized high school subsequent to eight years of elementary preparation, or its equivalent.

§ 415 **Professional education.** The school

*a* Must require candidates for graduation (1) to be at least 21 years of age, (2) to be of good moral character, (3) to have completed a two-year course in optometry.

*b* May confer a diploma of graduation on the completion of a course of study embracing (1) the academic subjects — plane trigonometry and physics, (2) the technical subjects — theoretic optics,





practical optics, physiological optics, theoretic optometry, practical optometry, anatomy and physiology of the eye, including pathologic conditions of the eye.

*c* Matriculates prior to November 1, 1908, that met all other requirements of the law, may be admitted to the examinations on presentation of evidence of graduation from a school of optometry that requires at least three months' actual attendance. In equity these schools will be regarded temporarily as having maintained a satisfactory standard.

*d* Course of study for schools of optometry:

(1) *First year*

FIRST TERM	SECOND TERM
Trigonometry	Physics
Physics	Theoretic optics
Theoretic optics	Physiological optics
Physiological optics	Practical optics
Anatomy and physiology of the eye	Theoretic optometry

(2) *Second year*

THIRD TERM	FOURTH TERM
Theoretic optics	Theoretic optics
Physiological optics	Physiological optics
Practical optics	Practical optics
Theoretic optometry	Theoretic optometry
Pathologic conditions of the eye	Practical optometry

§ 416 **Subjects of state examination.** The examinations for a certificate to practise optometry shall consist of written tests covering the following clearly defined subjects:

*a Theoretic optics.* The examination is restricted to the laws of reflection and refraction, as applied to mirrors, prisms, lenses and optical instruments, usually described in the chapter on light in modern textbooks of physics, and in standard special treatises on light.

*b Practical optics.* The examination is confined to the construction, mounting and adjustment of ophthalmic lenses and prisms.

*c Physiological optics.* The examination covers specifically the philosophy of the dioptric functions of the eye, and of its anomalies and their correction by lenses.

*d Theoretic optometry.* The examination includes the explanation of the various principles, methods and instruments used to detect and measure anomalies of the eye in general.



*e Practical optometry.* The examination covers the use of the mechanical appliances for making examinations of the eye and measurements of the powers of vision.

*f Anatomy and physiology of the eye.* The examination includes the anatomy and physiology of the eye and its pathologic condition.

### *Schools of Chiropody*

§ 417 **Requirements.** A school of chiropody may be registered as maintaining a satisfactory standard and as legally incorporated. Incorporation by the Regents will be made on formal application and after inspection by the University showing that the school possesses the minimum equipment and meets the preliminary and professional educational requirements.

§ 418 **Preliminary education.** All schools registered shall require of students applying for admission on and after December 12, 1912, the successful completion of one year of high school work subsequent to eight years of elementary preparation, or the equivalent; on and after September 1, 1917, two years of high school work, or its equivalent; on and after September 1, 1919, three years of high school work, or its equivalent; and on and after September 1, 1921, four years of high school work, or its equivalent.

§ 419 **Professional education.** The school applying for registration by the Board of Regents must meet and maintain the following requirements:

*a Equipment.* (1) A building or rooms devoted exclusively to the purposes of the school; (2) property to the value of at least \$5000, which may be represented in cash or in equipment, or in a combination of the two; (3) laboratories properly equipped for instruction in anatomy, chemistry, physiology and pathology.

*b Instructors.* (1) At least eight instructors, one of whom shall devote his entire time to instruction in the school; (2) after September 1, 1916, two or more full-time instructors.

*c Course of study.* (1) Anatomy; (2) physiology; (3) chemistry; (4) bacteriology; (5) pathology; (6) therapeutics; (7) minor surgery; (8) skin diseases in relation to chiropody; (9) practical chiropody; (10) chiropodial orthopedics; (11) hygiene and sanitation of the foot; (12) history and ethics of chiropody.

*d Instruction.* (1) In the school prior to 6 o'clock in the evening (dispensary work shall be permissible day or night); (2) for a period of not less than one year of at least eight months. Night courses may be established provided the time required for completing any such course shall comprehend as many hours and the same subjects of study as the day course.



*e Records.* The school shall be organized completely in every particular regarding (1) systematic recording of the names of students, their residence and the date of matriculation; (2) the keeping of records of proficiency of each student in class work and examinations, promotions and graduation; (3) the keeping of dispensary records that will afford information as to the instructor in charge and the students in attendance on each course.

### *Training Schools for Nurses*

§ 420 **Requirements.** A training school for nurses or the institution of which it is a department must be incorporated, and will be inspected by the University upon receiving its formal application for registration showing that it possesses the minimum requirements.

§ 421 **Hospital facilities.** For registration, a nurse training school must be connected with a hospital (or sanatorium) having not less than 50 beds and a daily average of 30 patients. Each bed must meet the requirements of the State Board of Charities as to air space. The principal of a registered nurse training school shall be a registered nurse. The hospital should provide experience in the following departments of nursing: medical, surgical, obstetrical and pediatric. Training schools connected with hospitals not providing adequate opportunities for experience in all the above departments must become affiliated with institutions approved as giving such experience.

§ 422 **Preliminary education.** All such training schools registered by the Regents of the University shall require of all applicants for admission, credentials showing that they have had at least a course of one year in a secondary school or its equivalent. Evidence of such training in the case of every pupil admitted must be filed with the University as a basis for the recognition of such pupil as a member of the training school.

§ 423 **Professional education.** The period of instruction in the training school shall be not less than two full years, during which time students shall not be utilized to care for patients outside of a hospital. Training schools giving a three-year course and wishing to continue the practice of utilizing their pupils to earn money for the hospital may send them out to private cases or for district work among the poor for a period not exceeding three months in the third year of their course. But training schools with a two-year course wishing to continue the practice must extend their course to meet the above requirement.



§ 424 **Subjects of state examination.** *a* Training schools for nurses registered by the Regents shall provide both practical and theoretical instruction in the following branches of nursing: (1) medical nursing (including materia medica), (2) surgical nursing, with operative technic including gynecological, (3) obstetrical nursing (each pupil to have had the care of not less than six cases), (4) nursing of sick children, (5) diet cooking for the sick, including (a) 12 lessons in cooking in a good technical school, or with a competent diet teacher, (b) food values, and feeding in special cases, to be taught in classes, not by lectures, (6) a thorough course of theoretical instruction in contagious nursing where practical experience is impossible.

*b* Training schools for male nurses shall provide instruction in genito-urinary branches, in place of gynecological and obstetrical nursing.

#### ACCOUNTANCY

§ 425 **Board of examiners.** The Regents of the University shall before July 1st, annually from those holding their certificates as certified public accountants, appoint a member to the board of examiners, to serve for three years to examine, under the Regents rules, persons applying for certificates under the laws and rules regulating the profession of public accountants. They shall also fill any vacancies occurring from death, resignation, removal or other cause. In 1913 one member shall be appointed for a term of one year, one for a term of two years and one for a term of three years.

§ 426 **Preliminary education required.** Except as provided in section 430, a certificate as a certified public accountant will be issued only to those who, in addition to meeting the specific requirements of the law, have approved professional qualifications and, as part thereof, hold the Regents academic diploma or furnish satisfactory evidence of having an accepted equivalent preliminary education.

§ 426a **Professional experience required.** A candidate must also present satisfactory evidence of five years' experience in the practice of accountancy, at least two of which shall have been in the employ of a certified public accountant in active practice, in no less grade than that of a junior accountant.

§ 427 **Fee.** The fee for an examination and certificate shall be \$25 to be paid upon applying for admission to the professional examination. Such application should be made at least 10 days prior thereto at The University of the State of New York at Albany,





and be accompanied with evidence of due compliance with the other requirements of the law and of the Regents rules. Suitable blanks and instructions will be furnished by the University to intending applicants, upon their timely request.

§ 428 **Examinations.** Two examinations of five sessions each shall be given annually, at which duly qualified applicants shall be examined in the following subjects during the times indicated: theory of accounts, 3 hours; practical accounting, two sessions of three hours each, 6 hours; auditing, 3 hours; commercial law, 3 hours. The specified four subjects must all be taken at the same semiannual examination; provided, however, that if a candidate fail in one of the four topics only, he may at a subsequent examination, by passing this subject obtain the certificate.

§ 429 **Places and times for examinations.** Applicants will be duly informed of the places for examinations, which shall be held in New York, Albany, Syracuse or Buffalo, and be given at times to be fixed by the University.

§ 430 **Examinations waived.** In the discretion of the Board of Regents, examinations as to preliminary education may be waived, and in that particular applicants be deemed duly qualified for certificates, in cases of those whom the board of examiners shall unanimously certify to have possessed all required qualifications at the time of the passage of the act (the Laws of 1896, chapter 312) to regulate the profession of public accountants; and all examinations may be likewise waived in the cases of those whom the board of examiners shall unanimously certify to be well known to them as meeting the professional requirements and as having been in reputable practice as public accountants since January 1, 1890. Such applicants shall, however, pay the fee of \$25 for their certificates.

*a Indorsement of certificates from other states.* A citizen of the United States, residing in or having a place for the regular transaction of business in this State, who has personally practised for three years as a certified public accountant in another state under a license or certificate earned by passing the regular written certified public accountant examination in that state, may, upon evidence that such written examination of the other state was of not lower standard than that required of applicants in this State and upon recommendation of the Board of Certified Public Accountant Examiners, receive from the Board of Regents a certificate as a certified public accountant without examination, provided the state from which the applicant presents a license shall have filed an agreement with the Board of Regents to in similar manner indorse licenses issued in this



State and provided the applicant has the academic education specified in section 426 of the Regents Rules. The fee for the indorsement of the certificate shall be \$25, the same as that for the issuance of a certificate in this State.

#### REPORTING

§ 431 **Board of examiners.** The Regents of the University shall before July 1st, annually from those holding certificates as certified shorthand reporters (after 1914), appoint a member to the board of examiners. They shall also fill any vacancies occurring from death, resignation, removal or other cause.

§ 432 **Preliminary education.** A certificate as a certified shorthand reporter shall be issued only to one who, in addition to meeting the specific requirements of the law, has received an education equivalent to the successful completion of four years' work in a registered high school as determined by the Regents.

§ 433 **Professional education.** A certificate as a certified shorthand reporter shall be issued only to one who, in addition to meeting the specific requirements of the law, has received a technical education in shorthand reporting in an approved school, or private instruction that may be accepted as equivalent.

§ 434 **Experience.** A certificate as a certified shorthand reporter shall be issued only to one who has had at least five years' experience as stenographer next immediately preceding the date of application.

§ 435 **Examinations.** The Regents shall admit to examination any candidate who pays a fee of \$25 and submits evidence verified by oath and satisfactory to the Regents that he meets the requirements of the law and the Regents rules.

§ 436 **Places and times for examinations.** Two examinations shall be held in each year — the one in January and the other in June on the Tuesday and Wednesday of the week of the regular Regents professional examination in one or more of the following cities: New York, Albany, Syracuse and Buffalo.

§ 437 **Rules.** The board of examiners shall make rules, subject to the approval of the Regents, affecting its organization, administration, examinations and the accomplishment of the trust reposed in them by law and Regents rules.

#### PROFESSIONAL EXAMINATIONS

§ 438 **General rules.** So far as applicable the Regents rules for their general academic examinations will govern the conduct of professional examinations.



## CHAPTER X

### EDUCATIONAL EXTENSION

§ 461 **Organization.** Conforming to the rules and requirements of the Regents and of the President of the University, the work of this Division shall be conducted by the chief of the Educational Extension Division.

§ 462 **Function.** This division is charged with the promotion and supervision of public libraries and of all educational work aided or encouraged by the State which is not within the field of established formal public education and which has not been assigned to some other department or division of the University. Among its activities will be the educational extension work heretofore done under the names of university extension, extension teaching and home education; the lending of traveling libraries; the lending of pictures, photographs, and lantern slides in cooperation with the Visual Instruction Division; the aid and encouraging of study clubs and special students, and all suitable efforts to bring within the reach of the people at large increased opportunities and facilities for education and awaken their desire therefor. The Division may issue to study clubs, under the seal of the University and the signatures of the President of the University and the Chief of the Division, such certificates of registry and in such grades as may be approved by the President of the University. Instruction as to conditions and methods of its work will be given by the chief of the division.

§ 463 **Minimum requirements for proper library standard.** A free public library will be regarded by the Regents of the University as maintaining a proper standard if it meets the following prescribed requirements:

*a* Its selection of books, as a whole, must have the approval of the University for their literary merit and educational value and as representing in due proportion different classes of literature adapted to the community.

*b* Provision for support must be sufficient for frequent additions of new books and for other current expenses.

*c* Unless otherwise authorized by special written permission of the President of the University, the library, in charge of a competent attendant, must be open at a fixed time three hours each week; in a place of over 2000 inhabitants it must be open two hours on



three days each week; in a place of over 4000 inhabitants it must be open daily for at least two hours, and in a place of 10,000 inhabitants for at least six hours daily.

*d* To be counted as public, a college or other school library must be open to the public at least six hours daily while classes are in session, and in vacation must be open at least one hour on each of three days of each week.

*e* These rules do not require any library to be kept open on legal holidays or Sundays.

*f* There must be kept an accession record in which shall be recorded date of accession, author, title, source and cost of each book added. There must be also one or more suitable catalogs for readers, either author index, shelf list or subject catalog.

*g* Books must be arranged on the shelves by some well-considered system that will group subjects by themselves and place books in order in each subject.

*h* The loan system in use must provide that every book lent be charged to its borrower, with date of borrowing; and that circulation of each day be recorded, with separate statement of volumes of fiction lent.

§ 464 **Definition of a free library.** A library free to the public is defined as one where all the people of the community, regardless of race, sex, religious belief, institutional or professional connections, shall have not only nominally but actually the same privileges and freedom, and where no social, religious, or other associations shall act either directly or indirectly as a bar to the freest use of those privileges.





## CHAPTER XI

### THE DEPARTMENT OF SCIENCE

§ 481 **Organization.** The Department of Science has the custody of the State Museum and includes the work of the State Geologist and Paleontologist, the State Botanist, the State Entomologist, the State Mineralogist, the State Zoologist, the Archeologist, the Taxidermist, and the other assistants upon the scientific staff.

§ 482 **General rule.** Conforming to the rules and requirements of the Regents and of the President of the University, the work of the scientific staff will be under the supervision and approval of the Director of the Department of Science.

§ 483 **Museum exchanges.** Subject to the Regents rules and the direction of the President of the University, exchanges of duplicate specimens from the State Museum may be made only by the director.

§ 484 **Type specimens.** Type specimens and other unique property of the Department of Science shall not be loaned.



## CHAPTER XII

### THE STATE LIBRARY

§ 501 **Organization.** The State Library is a department of the University and, conforming to the rules and requirements of the Regents and of the President of the University, its work shall be organized and conducted by and under the supervision and direction of the Director.

§ 502 **Function.** Its general character and function shall be that of a reference library.

§ 503 **Hours of opening.** The Library shall be open every week day in the year, except the legal holidays known as Independence day, Thanksgiving day and Christmas day, from 8.30 a.m. to 10 p.m., except during July and August, when it closes at 6 p.m.

§ 504 **Decorum.** Silence and decorum must be strictly observed in the reading rooms.

§ 505 **Preferences.** When needed immediately, courts, departments, legislative committees, members of the Legislature and State officers shall have preference in the right to use any book.

§ 506 **Access to private rooms.** No one but officers of the Library may have access to its book and stack rooms, unless with an attendant or a written permit from the director.

§ 507 **Reproductions.** Permission must be secured before making reproductions by photography, tracing etc. Special facilities are provided therefor.

§ 508 **Injuries.** Notes, corrections of the text, or marks of any kind on books belonging to the Library are forbidden. Any person violating this rule or otherwise injuring a book must make good the injury or take the book and pay all costs of replacing it. The borrower is responsible for all losses or injuries which occur while the book is lent to him for either reference or home use. Books are assumed to be in proper condition when issued and if they are found to be mutilated or defaced the fact should be reported at the loan desk without delay.

§ 509 **Borrowers.** Regents of the University, members of the Legislature, judges of the Court of Appeals, justices of the Supreme Court, heads of the several state departments, all institutions in the University, and such other libraries, institutions or individuals as may be registered as having special claim on its facilities in some department, may borrow books subject to recall



if specially needed. Books will be delivered only on personal application or on a written order. No borrower has the right to transfer his privilege or borrow books to lend to others.

§ 510 **Reference books.** Books with a letter before the call number on the book plate and in the catalogs are for reference and are loaned only in special cases and on a written permit.

§ 511 **Fiction.** Current literature and fiction in the State Library are for preservation and reference and are lent only to state officers and employees residing in Albany.

§ 512 **Periodicals.** Newspapers and periodicals, bound or unbound, are lent only in special cases and on a written permit.

§ 513 **Fines.** A person taking from the Library a book without having it charged at the loan desk, will be fined 50 cents for each offense.

§ 514 **Loans.** No borrower may keep from the Library, without the director's written permission, more than ten volumes at a time, nor any volumes longer than four weeks without renewal.

§ 515 **Reserves.** No book will be renewed if reserved by another reader. Any book, except fiction, may be reserved for an applicant for two days after its return, if he leaves at the loan desk his name and address and the title of the book. Notice will be sent to him as soon as the book is available.

§ 516 **Recall.** All books are subject to recall at any time and when recalled must be returned immediately.

§ 517 **Books not returned.** Any book not returned after one week's notice may be sent for at the expense of the borrower, and if not returned after one month's notice may be considered lost and the borrower required to pay its value.

§ 518 **Violations of rules.** For wilful violation of any Library rule the Director may exclude the offender from further use of the Library.

§ 519 **Loans outside of Albany.** In the discretion of the Director, books may be loaned from the State Library to University institutions and registered borrowers for temporary use outside of Albany. The books must be carefully protected from injury; the borrowers must pay all expenses and return the books immediately after the temporary use for which they were obtained, and all books must be returned at any time upon 24 hours' notice that they are needed at the Library. Borrowers not well known at the State Library should have their home library or school authorities make the request for desired books.



## CHAPTER XIII

### NEW YORK STATE LIBRARY SCHOOL

§ 541 **Organization.** The New York State Library School shall constitute a separate division of the University and, conforming to the rules and requirements of the Regents and of the President of the University, it will be conducted by its Director and Vice Director. It will give a two-year course of technical and practical instruction in library science.

§ 542 **Entrance requirements.** A candidate, to be admitted, must be not less than 20 years of age, of recognized fitness and character and a graduate of a college registered by The University of the State of New York.

§ 543 **School year.** The school year begins the third Wednesday in September and ends the third Friday in June, and will be a continuous session (including supervised visits to practice in libraries) of five days each week, exclusive of legal holidays and a Christmas recess.

§ 544 **Summer school.** A summer school of not more than six weeks may be given each year with the special object of increasing the efficiency of library assistants and librarians of libraries in the State of New York.

§ 545 **Tuition.** For the first, or junior year, the fees for tuition are for residents of the State of New York \$75, payable \$50 in October and \$25 in January; and for nonresidents \$100, payable \$60 in October and \$40 in January. For the second, or senior year, the fees for tuition are for residents \$25, and for nonresidents \$50, payable on the first Wednesday in October.

§ 546 **Degrees.** *a B.L.S.* Graduates satisfactorily completing the full course will receive the degree of B.L.S.

*b M.L.S.* The degree of M.L.S. will be conferred on graduates of approved fitness and character who, after receiving the degree of B.L.S. have been successfully engaged for not less than five years in professional library work and who present a satisfactory thesis, bibliography or catalog and pass such further examinations as shall be prescribed.

*c D.L.S.* The degree of D.L.S. will be granted only for conspicuous professional merit and distinguished services to librarianship, and only by unanimous vote of the Regents of the University.





## CHAPTER XIV

### UNIVERSITY SCHOLARSHIPS

§ 561 **Approved colleges.** The state scholarships issued under sections 70 to 77 of the Education Law shall be known, for distinction, as University scholarships, and the colleges approved for their use shall be all such institutions in this State, authorized to confer degrees, whether specifically named colleges, universities, or otherwise, which are registered by the Regents of the University as institutions of college grade and as maintaining approved standards.

§ 562 **Colleges to furnish information.** Colleges in this State shall in February and September of each year certify to the Commissioner of Education a list of their students who are holders of the University scholarships, and shall promptly report to him the facts in the case of any such student who shall fail to observe the rules, regulations or conditions prescribed or imposed by the institution on its students, or who shall for any reason be expelled or suspended, or who shall absent himself without leave.

§ 563 **Service of notifications.** Notification of rights to the University scholarships, or forfeitures thereof, may be served personally or by registered mail.

§ 564 **Acceptance of vacant scholarships.** If a University scholarship shall be declined or resigned, or for any other reason shall become vacant, and the pupil next entitled shall not accept the same within ten days after notification of his right thereto, it shall be deemed to be still vacant.

§ 565 **Payments to colleges.** The President of the University may, at any time, direct the payment by the State Treasurer, in one sum, to the treasurer of any college, at which holders of the University scholarships are in attendance, of the total of the instalments then payable to or for such students, to be applied for the benefit of each, respectively,

- 1 So far as needed, to pay for his tuition for the current semester.
- 2 To reimburse the college for his other indebtedness thereto.
- 3 To pay the remainder of his instalment to such student or as he shall direct.

§ 566 **Leave of absence.** If leave of absence for a period of not more than twelve months be granted by the college authorities to the holder of a university scholarship for cause deemed satisfactory,



the holder of the scholarship may retain the same, but the period for which the scholarship is good shall not be extended beyond the time for which it was originally issued, and no payment shall be made for the period for which the student is absent on leave.

§ 567 **Cancellation of certificate.** If at any time it shall appear by evidence deemed sufficient by the President of the University that a certificate for a state scholarship heretofore or hereafter issued was issued through mistake, or contrary to law, he may make an order under the seal of the University canceling such certificate, and thereupon such scholarship shall become vacant and the person holding the certificate therefor shall not thereafter be entitled to any payments or benefits thereunder; and such scholarship shall be awarded for its unexpired term to the person, or alternate, who was entitled thereto in the year for which the canceled certificate was issued, and who failed to secure such a scholarship because of the improper issuing of such canceled certificate.



CHAPTER XV  
REPEAL AND CONSTRUCTION

§ 701 **Repealing section.** Except as hereinafter provided, all ordinances, by-laws, rules and regulations of the Regents of the University and of the Superintendent of Public Instruction and of the Commissioner of Education, made prior to the date of the within enactment, are hereby repealed. The exceptions from this repealing section are the rules of practice relating to appeals to the Commissioner of Education, and the Regents editing rules.

§ 702 **Time of taking effect and construction.** The foregoing and hereby enacted rules and their repealing section shall take effect immediately, and shall have the force of law and be construed in accordance with the provisions of the general statutory construction law of this State.



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